



CITY OF BURLINGTON

Administration Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 - (262) 763-3474 fax
www.burlington-wi.gov

AGENDA COMMITTEE OF THE WHOLE

Tuesday, June 19, 2018

6:30 p.m.

Common Council Chambers, 224 East Jefferson Street

Mayor Jeannie Hefty
Susan Kott, Alderman, 1st District
Theresa Meyer, Alderman, 1st District
Bob Grandi, Alderman, 2nd District
Ryan Heft, Alderman, 2nd District
Steve Rauch, Alderman, 3rd District
Jon Schultz, Council President, Alderman, 3rd District
Thomas Preusker, Alderman, 4th District
Todd Bauman, Alderman, 4th District

Student Representatives:

Gabriel King, Burlington High School
Jack Schoepke, Burlington High School

1. **Call to Order - Roll Call**
2. **Citizen Comments**
3. **Approval of Minutes** (*T. Preusker*)
 - A. Approval of the June 5, 2018 Committee of the Whole Meeting Minutes.
4. **PRESENTATIONS:**
 - A. Presentation regarding the Central Racine County Health Department Annual Report.
5. **DISCUSSION:**
 - A. Status update of the 2016-2018 Strategic Plan Initiatives.
6. **RESOLUTIONS:**
 - A. **Resolution 4907(9)** - Approval of the 2017 Compliance Maintenance Annual Report (CMAR) for the Burlington Wastewater Utility.
 - B. **Resolution 4908(10)** - Approval of Change Order Number One with All-Ways Contractors for the Lewis Street Wall Project for an increase of the contract in the amount of \$15,229.

- C. **Resolution 4909(11)**- Approval of repairs to three (3) sanitary sewer lift stations in the amount of \$16,691.54.

7. **ORDINANCES:**

- A. **Ordinance 2036(2)** - to create a new Section 254-2.1 of the Municipal Code regarding "Mobile Food Vendors".

8. **MOTIONS:**

- A. **Motion 18-902** - Approval of an Agreement with Northern Illinois University (NIU) for a student intern from August 2018 to May 2020.

9. **ADJOURNMENT** (*T. Bauman*)

***Note:** If you are disabled and have accessibility needs or need information interpreted for you, please call the City Clerk's Office at 262-342-1161 at least 24 hours prior to the meeting.*



COMMITTEE OF THE WHOLE

ITEM NUMBER 3A

DATE: June 19, 2018

SUBJECT: Committee of the Whole Minutes for June 5, 2018.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

The attached minutes are from the June 5, 2018 Committee of the Whole meeting.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of the attached minutes from the June 5, 2018 Committee of the Whole meeting.

TIMING/IMPLEMENTATION:

This item is scheduled for final consideration at the June 19, 2018 Common Council meeting.

Attachments

COW Minutes



CITY OF BURLINGTON

City Clerk
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CITY OF BURLINGTON
Committee of the Whole Minutes
Jeannie Hefty, Mayor
Diahnn Halbach, City Clerk
Tuesday, June 5, 2018

1. **Call to Order - Roll Call**

Mayor Hefty called the meeting to order at 6:32 p.m., starting with roll call.

Present: Mayor Jeannie Hefty; Alderman Susan Kott; Alderman Theresa Meyer; Alderman Bob Grandi; Alderman Ryan Heft; Alderman Steve Rauch; Alderman Jon Schultz; Alderman Todd Bauman; Student representative Gabriel King; Student representative Jack Schoepke

Absent: Alderman Tom Preusker

Also Present: City Administrator Carina Walters; City Attorney John Bjelajac; Finance Director Steve DeQuaker; Director of Administrative Services Megan Watkins; DPW Director Peter Riggs; Building Inspector Gregory Guidry; Library Director Joe Davies

Attendees: Gregory Governatori, Kapur & Associates; Jon Cameron, Ehlers, Inc.; Jenny Trick, RCEDC; Carolyn Engel, RCEDC

2. **Citizen Comments** -There were none.

3. **Approval of Minutes**

A. Approval of the May 15, 2018 Committee of the Whole Minutes.

A motion was made by Alderman Susan Kott, seconded by Alderman Bob Grandi

Vote: 7 - 0

4. **PRESENTATION:**

Jenny Trick, Executive Director of Racine County Economic Development Corporation (RCEDC) presented an overview of the the economic development strategic initiatives from the City's 2015 Strategic Plan. The presentation also outlined possible financial incentives.

5. **DISCUSSIONS**

Jon Cameron, Municipal Advisor from Ehlers Inc., discussed the basics of Tax Increment Financing ("TIF") and how it can create economic development.

7. **RESOLUTIONS:** There were none.

8. **ORDINANCES:** There were none.

9. **MOTIONS:**

- A. **Motion 18-899** to consider approving a Certificate of Appropriateness in the Historic Preservation Overlay District for 572 N. Pine Street.

Gregory Guidry reviewed the project, stating the Historic Preservation Committee (HPC) awarded the owner of the building a Facade Grant in the amount of \$4,225.00, which includes painting of the front and rear facade and power washing the windows where the paint is peeling. Guidry further stated that although the HPC awarded the facade grant, Council must approve the Certificate of Appropriateness before any work can begin.

Alderman Grandi stated that he would not approve this project because of the plywood covering the windows and felt it was not appropriate nor in compliance with the qualifications of improvements to the historic district.

Alderman Schultz stated that this particular project relates only to approving the paint, not other improvements.

Administrator Walters recommended tabling this item so that City staff could speak with the owner for possible modifications.

- B. **Motion 18-900** - to approve an Agreement with Wisconsin Central Ltd for improvements to Calumet Street and various rail road crossings.

Peter Riggs gave an overview of the railroad siding extension project. Attorney Bjelajac stated that he has worked with Canadian National and Wisconsin Central Ltd. to craft this agreement and supports it fully.

- C. **Motion 18-901** - to consider approving a Airport Hangar Lease with Bill Wagner and Jeff Milne for property located 1380 Mike Taxiway at the Burlington Municipal Airport.

Guidry reviewed the Airport Hangar Lease and recommended approval.

10. **ADJOURNMENT**

A motion was made by Alderman Bob Grandi, seconded by Alderman Theresa Meyer. With all in favor, the meeting adjourned at 7:45 p.m.

Minutes respectfully submitted by:

Diahnn C. Halbach
City Clerk
City of Burlington



COMMITTEE OF THE WHOLE

ITEM NUMBER 4A

DATE: June 19, 2018

SUBJECT: PRESENTATION - Central Racine County Health Department Annual Report.

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

Margaret Gesner of the Central Racine County Health Department will be in attendance to present their 2017 Year in Review and identify the 2018 Initiatives for the City of Burlington.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

For discussion only.

TIMING/IMPLEMENTATION:

This item is for discussion at the June 5, 2018 Committee of the Whole meeting.

Attachments

2017 CRCHD Annual Report
CRCHD Brochure



Central Racine County Health Department

ANNUAL REPORT 2017

In 2017 Central Racine County Health Department (CRCHD) made tremendous strides in addressing current and emerging public health issues. Highlights of new and ongoing accomplishments include:

- Development of the *CRCHD Community Health Assessment 2017* (CHA) to systematically examine health status indicators and identify key problems and assets in the community.
- Utilizing CHA findings as a launching pad for determining priority health issues in our community, a process that began in January of 2018 and revealed mental health, substance abuse, chronic disease and healthcare access as significant community concerns and areas for community improvement.
- Utilizing home visiting evaluation findings to gain support for a new, short-term home visiting program called *Family Connects Racine County*, open to all parents of newborns in Racine County.
- Responding to a summer flooding event by: ordering/distributing over 125 fee-exempt well water test kits; conducting nearly 200 food safety inspections/calls; providing health education via website postings, social media updates, press releases, and press briefings; participating in the EOC.
- Establishing a drowning prevention workgroup to address an increase in youth drownings.
- Taking on Safe Kids Racine County Coalition.
- Starting a Cribs for Kids program to increase access and reduce infant deaths.
- Writing the *Racine County Fetal, Infant and Child Death Review Report 2011-2016*.
- Updating the CRCHD website and completing a rebranding of CRCHD.
- Continuing work the *2016-2020 Strategic Plan* priorities, including public health accreditation.
- Providing 1,451 home visits for expectant and new parents through short- and long-term programs.
- Collecting 2,832 lbs. of unwanted medication at events/boxes to address the opioid epidemic.
- Testing 148 wells, 117 annual site reviews, and 31 sanitary surveys for the DNR well program.
- Completing 1,310 inspections at 607 licensed establishments and 147 transient food vendors.
- Investigating, providing education, and tracking 1,140 communicable disease (CD) and STD reports.
- Responding to a tripling of influenza-related hospitalizations compared to 2016.
- Investigating/assisting with 24 institutional outbreaks of respiratory and GI illnesses.
- Updating the CRCHD Performance Management and Quality Improvement Plans.
- Implementing an Excellence Award for food facilities.
- Creating online food safety training courses.
- Participating in a myriad of community coalitions, collaborations and partnerships.
- Coming in on budget, utilizing a budget with no increase (0%) in levy funding.

Thank you to staff, Board of Health, and all our partners for your hard work, collaboration and support.

Margaret Gesner, Health Officer

Central Racine County Health Department Annual Report 2017

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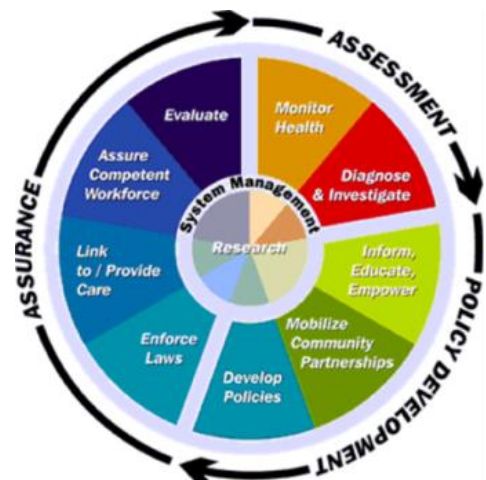
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Central Racine County Health Department Mission Statement

The mission of Central Racine County Health Department is to improve the health of the communities we serve through health promotion, disease prevention, and protection from health and environmental hazards.

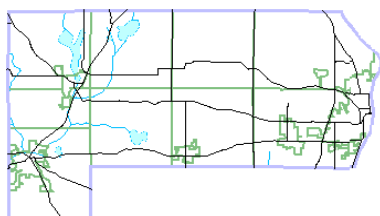
This mission is achieved by:

- Assuring the enforcement of state public health statutes and rules.
- Developing policies and providing public health programs and services that prevent disease and injury, protect against environmental health hazards, promote healthy behaviors and provide education.
- Monitoring the health status of the community to identify health issues.
- Preparing for and responding to public health emergencies.
- Assessing the effectiveness, accessibility and quality of programs and services.



HEALTH DEPARTMENT STAFF	
ADMINISTRATION & FINANCE	COMMUNITY HEALTH (cont.)
Margaret Gesner, Health Officer	Sai Moua, Public Health Nurse
Wayne Krueger, Fiscal Director	Nathalia Kohlase, Public Health Educator
Silviano Garcia, Public Health Specialist (grant)	Pa Chang, Public Health Specialist (grant)
Liz Staples, Health Technician	Kari Villalpando, Public Health Nurse HV Supervisor (grant)
Shirley Vakos, Senior Health Technician	Erin Donaldson, Public Health Educator HV Supervisor (grant)
ENVIRONMENTAL HEALTH	Yesenia Arjon, Public Health Educator Home Visitor (grant)
Keith Hendricks, Environmental Health Director	Miranda Bleichner, Public Health Nurse Home Visitor (grant)
Jennifer Loizzo, Sanitarian	Carissa Brunner, Public Health Educator Home Visitor (grant)
Michele Breheim, Sanitarian	Taylor Dwyer, Public Health Educator Home Visitor (grant)
Chuck Dykstra, Sanitarian	Linda Garza, Public Health Nurse - Home Visitor (grant)
Patty Svendsen, Health Technician	Brittany Gunn, Public Health Nurse Home Visitor (grant)
COMMUNITY HEALTH	Wendi Huffman, Public Health Nurse Home Visitor (grant)
Jeff Langlieb, Community Health Director	Kelley Marshman, Public Health Nurse Home Visitor (grant)
Joella Eternicka, Associate Community Health Director	Lindsey Mikrut, Public Health Educator Home Visitor (grant)
Ashlee Franzen, Public Health Nurse Supervisor	Heather Rae, Public Health Nurse Home Visitor (grant)
	Rae Stewart, Public Health Educator Home Visitor (grant)
BOARD OF HEALTH	
CHAIRPERSON	TRUSTEES, BOARD MEMBERS & REPRESENTATIVES (cont.)
Frances M. Petrick, RN	Sharon Korponai, Town of Raymond Citizen Representative
MEDICAL DIRECTOR/VICE-CHAIR	John Monsen, Village of Rochester Citizen Representative
Mark E. DeCheck, MD	Theresa Ailes, Sturtevant Trustee
TRUSTEES, BOARD MEMBERS & REPRESENTATIVES	Gordon Svendsen, Union Grove Trustee
Jay Benkowski, Caledonia Trustee	Sherry Gruhn, Town of Yorkville Supervisor
Susan Stroupe, Caledonia Citizen Representative	Teri Jendusa Nicolai, Town of Waterford Board Member
Gary Feest, Mt. Pleasant Trustee	Tamara Pollnow, Village of Waterford Trustee
Jean Boticki, Mt. Pleasant Citizen Representative	Ed Johnson, City of Burlington Alderman
Kristin Holmberg-Wright, North Bay Trustee	Tyson Fettes, Town of Burlington Board Member
Tom Kramer, Town of Norway Administrator/Treasurer	Margaret Gesner, Health Officer, Secretary

The Central Racine County Board of Health meets on the 3rd Thursday of each month.



10005 Northwestern Avenue, Suite A
 Franksville, Wisconsin 53126
 Phone: (262) 898-4460 FAX: (262) 898-4490
Office Hours: Monday – Friday, 8:00 a.m. - 4:30 p.m.

HEALTH DEPARTMENT CORE FUNCTIONS AND ESSENTIAL SERVICES
CORE FUNCTION: ASSESSMENT Essential Service 1 – Monitor Health Status Essential Service 2 – Investigate Health Problems and Hazards CORE FUNCTION: POLICY DEVELOPMENT Essential Service 3 – Inform People about Health Issues Essential Service 4 – Mobilize Communities Essential Service 5 – Plan to Support Health CORE FUNCTION: ASSURANCE Essential Service 6 – Enforce Public Health Laws Essential Service 7 – Link People to Health Services Essential Service 8 – Assure a Competent Workforce Essential Service 9 – Evaluate Effectiveness of Programs Essential Service 10 – Research for New Solutions

ESSENTIAL SERVICE 1: MONITOR HEALTH STATUS TO IDENTIFY AND SOLVE COMMUNITY HEALTH PROBLEMS

Monitor and assess our community's health status through formal and informal needs assessments and data analyses. Identify threats to health and determine current and emerging health needs. Collaborate with community partners to address health needs.

Wisconsin Statutes 251.05, 251.06

Systematic Data Collection, Analysis and Dissemination

On a regular basis, Central Racine County Health Department (CRCHD) compiles health data to identify the incidence and prevalence of health concerns in the community and to identify the effectiveness of interventions and the community's capacity to address relevant health issues.

2017 Outputs:

- Monitored communicable disease and outbreak data quarterly and presented these findings to Board of Health members and health department staff
- Provided Health Department updates via CRCHD website, social media and mailings
- Developed the **CRCHD Community Health Assessment 2017**
 - Participated in and/or convened two community health assessment (CHA) workgroups
 - Helped develop and implement Resident, Key-Informant and CHA-CHIP Partner surveys
 - Utilized many primary and secondary data sources such as CRCHD databases, County Health Rankings, State of Wisconsin databases and data sources, US Census data, etc.
 - Compiled data by: demographics; socioeconomic status; quality of life; health resource availability; behavioral risk factors; environmental health indicators; social & mental health; maternal & child health; illness, injury, disability & death; communicable diseases
 - Sent the CHA to stakeholders and posted online for community feedback
 - Identified opportunities and challenges to inform a community health improvement plan

OPPORTUNITIES	CHALLENGES
<ul style="list-style-type: none"> • Health/quality of life good or excellent • Health/quality of life same or getting better • Many schools perceived as good • Good place to raise children • Decrease in unhealthy days for asthma/lung disease • Decrease in violent crime • Increase in owner-occupied homes • Increase in median income • More adults receiving health insurance • Decrease in adult smoking • Decrease in smoking during pregnancy • Increase in adult moderate physical activity • Decrease in youth sexual activity • Increase purchase of radon test kits • Decrease in number of kids bullied (parent report) • Decrease in teen (15-19) birth rate • Overall decrease in infant mortality • High number of 2-year-olds immunized • Schools, community centers, non-profit organizations, local businesses, and government 	<ul style="list-style-type: none"> • Income inequality/economically disadvantaged • Educational attainment gap • Aging population • Lack of health insurance for Hispanics and Blacks • High number of preventable hospitalizations • Low number of health care providers per capita • Increase in fear for personal safety • Rise in binge drinking • Increase in opioid use • Decrease in youth use of contraception • Increase in obesity • Increase in suicides • Infant mortality disparities • Falls across all age groups • Elevated levels of trauma for pregnant women • Increase in number of STDs • Increase in Hepatitis C • High rates of chronic disease • Preventable injuries and deaths • Lack of family support and individual effort

Other Applicable Programs listed under another Essential Services

- All Programs – see Essential Service #2
- All Programs – see Essential Service #9

ESSENTIAL SERVICE 2: IDENTIFY AND INVESTIGATE HEALTH PROBLEMS AND HAZARDS IN THE COMMUNITY

Provide for epidemiological investigation of communicable diseases, disease outbreaks, environmental health hazards, chronic diseases and injuries. Develop and implement prevention and intervention strategies.

Wisconsin Statutes 250, 251, 252 and 254 and DHS 140, 145

Communicable Disease Services

CRCHD is required to investigate nearly 80 reportable communicable diseases (CDs), which include sexually transmitted diseases (STDs). A confirmed or probable disease case requires case investigation, follow-up of treatment, individual education, and community education, depending on the disease. Disease reports that ultimately do not meet the case definition still require timely investigation to determine if the diagnosis fits the case definition.

2017 Outputs:

- Conducted a total of 1,140 investigations (a 3% increase from 2016)
 - Conducted 334 investigations of confirmed/probable CDs (non-STDs), an 8% increase from 2016
 - Conducted 440 investigations of suspect CDs (non-STD)
 - Conducted 354 investigations of confirmed STDs
 - Conducted 12 investigations of suspect STDs
- Reported chlamydia cases dropped for the first time in years. Hepatitis C also saw a drop. Influenza and Lyme disease increased sharply and gonorrhea also increased

Disease Outbreak Investigations

CRCHD responds to communicable disease outbreaks such as norovirus, seasonal influenza, and others. Staff provides education, institutional guidance, and test kits as needed.

2017 Outputs:

- Responded to 24 outbreaks (a 20% increase from 2016) at 13 long-term care facilities (86% increase from 2016)
 - 5 Norovirus outbreaks (26 residents, 39 staff)
 - 12 Acute GI outbreaks (176 residents, 80 staff)
 - 1 Rhinovirus outbreak (10 residents, 0 staff)
 - 4 Influenza A outbreaks (28 residents, 8 staff)
 - 1 Rhinovirus/Parainfluenza/Enterovirus/Human Metapneumovirus outbreak (9 residents, 2 staff)
 - 1 Influenza A/Parainfluenza/Respiratory Syncytial Virus/Rhinovirus/Coronavirus (20 residents, 19 staff)
 - 1 Acute Respiratory Illness (ARI) outbreak-pathogen not identified (10 residents, 0 staff)

CRCHD 2017 Communicable Disease Cases*

	2017	2016	trend
STDs			
Chlamydia	287	312	▼
Gonorrhea	64	45	▲
Syphilis, Primary, Secondary	≤5	≤5	▲
Communicable >5 Cases			
Influenza Hospitalizations	91	32	▲
Mycobacterium (non-TB)	40	39	▲
Pertussis	31	35	▼
Lyme Disease	28	12	▲
Hepatitis C	27	51	▼
Campylobacteriosis	20	29	▼
Salmonellosis	13	13	-
Streptococcal Disease (B)	12	11	▲
Varicella (Chicken Pox)	11	9	▲
Streptococcus Pneumoniae	9	12	▼
Blastomycosis	6	<5	▲
Communicable ≤5 Cases			
Cryptosporidiosis	≤5	≤5	▼
E. Coli STEC	≤5	9	▼
Ehrlichiosis/Anaplasmosis	≤5	≤5	▲
Giardiasis	≤5	8	▼
Haemophilus Influenzae	≤5	≤5	▼
Hepatitis B (Chronic)	≤5	≤5	▼
Hepatitis E (Acute)	≤5	≤5	▲
Kawasaki Disease	≤5	≤5	▲
Legionellosis	≤5	8	▼
Meningitis, Bacterial, Other	≤5	≤5	-
Mumps	≤5	≤5	▲
Parapertussis	≤5	≤5	▲
Shigellosis	≤5	12	▼
Streptococcus Disease (A)	≤5	≤5	-
Tuberculosis	≤5	≤5	-
Tuberculosis, Latent	≤5	10	▼
West Nile Virus	≤5	≤5	▲
Pelvic Inflammatory Disease	≤5	≤5	▲
TOTAL	688	666	▲

*Includes confirmed and probable Cases

Outbreak Related Public Information

CRCHD provides outbreak-related information in a variety of formats to reinforce health promotion and disease prevention messages.

2017 Outputs:

- Advertised immunization and TB skin test appointments
- Sent a press release on a crow testing positive for West Nile Virus and prevention measures
- Sent a press release on the first human case of West Nile Virus in Racine County
- Sent a press release on precautions to be taken during influenza season
- Sent blast faxes to healthcare providers on Zika recommendations, influenza testing, and an increase in reports of Legionellosis infections, to name a few
- Provided guidance to child care facilities and schools upon an identified increase in gastrointestinal illness in Racine County
- Provided guidance to child care facilities and schools upon an identified increase in influenza and other respiratory illness in Racine County
- Sent out a press release regarding County Health Rankings report

Human Health Hazards Investigations

CRCHD continues to investigate human health hazards which are defined as substances, activities or conditions that are known to have the potential to cause acute or chronic illness or death if exposure to the substances, activities or conditions is not abated.

2017 Outputs:

- Conducted 230 human health hazard investigations/interventions (a 33% decrease from 2016)
- Responded to 42 complaints (a 33% decrease from 2016)

Lead Hazard Investigations

CRCHD receives a small state grant to conduct population-based surveillance of childhood lead levels, provide assessment for signs and symptoms of elevated blood lead levels (BLL) in children, and complete home visits to provide education for families whose children have elevated lead levels. Staff certified as Lead Hazard Investigators provide home environmental testing for high lead cases.

2017 Outputs:

- Identified and tracked 1,066 blood lead tests completed for CRCHD jurisdiction children
- Identified 20 new children with a BLL of ≥ 5 ug/dL and all received a form of follow-up (e.g. call, letter, primary care physician contact)
- No children had a venous BLL that required a lead hazard investigation (two tests ≥ 15 ug/dL separated by 90 days or one test ≥ 20 ug/dL)
- No children had a venous BLL that required a public health nurse home visit (≥ 10 ug/dL)
- Provided lead poisoning prevention information to 672 families in a new baby packet

Other Applicable Programs listed under another Essential Services

- Systematic Data Collection, Analysis and Dissemination – see Essential Service #1
- Community Events and Public Outreach – see Essential Service #3
- Radon Testing – see Essential Service #3
- Car Seat Education and Installation – see Essential Service #3
- Fetal, Infant & Child Death Review – see Essential Service #4
- Childhood Immunization Program and Adult Services Program – see Essential Service #7

ESSENTIAL SERVICE 3: INFORM, EDUCATE, EMPOWER PEOPLE ABOUT HEALTH ISSUES

Promote healthy behaviors by making health information available in a variety of formats. Regularly share and discuss current and emerging health issues with policy makers and decision-makers. Provide programs and services that reinforce health promotion messages.

Wisconsin State Statute 251

Car Seat Education and Installation

According to WI Department of Transportation, Racine County had the 4th highest number of car crashes in Wisconsin in 2016. The CDC notes that “motor vehicle crash deaths among children age 12 and younger decreased by 43 percent from 2002-2011; research has shown that using age- and size-appropriate child restraints (car seats, booster seats, and seat belts) is the best way to save lives and reduce injuries in a crash.” CRCHD teaches families how to safely transport their children using car seats, booster seats and seat belts.

2017 Outputs:

- Evaluated 94 child safety seats for proper installation, a 370% increase from 2016
- Provided car seat safety information to 672 families in a new baby packet
- Mailed one newsletter to residents including information reviewing proper use of child restraints

Cribs for Kids (NEW)

In 2017, CRCHD became an official Cribs for Kids® site. The mission of Cribs for Kids® is to prevent infant deaths by educating parents and caregivers on the importance of practicing safe sleep for their babies and by providing Graco® Pack ‘n Play® portable cribs to families who, otherwise, cannot afford a safe place for their babies to sleep. All education is based on the American Academy of Pediatrics guidance on how and where to put an infant to sleep. CRCHD provides cribs in the community and at the CRCHD offices.

2017 Outputs:

- Provided 81 cribs and education to 79 new parents

Safe Kids Racine County Coalition (NEW)

In 2017, Safe Kids Racine County Coalition moved from Ascension – All Saints to CRCHD. Safe Kids Worldwide is a nonprofit organization working to help families and communities keep kids safe from injuries. Most people are surprised to learn preventable injuries are the #1 killer of kids in the United States. Safe Kids Worldwide works with an extensive network of more than 400 coalitions in the United States to reduce traffic injuries, drownings, falls, burns, poisonings and more.

Radon Testing

CRCHD provides radon test kits to residents at a reduced cost and assists with test result interpretation as well as mitigation information and referrals for residents whose homes have high radon levels. A naturally occurring radioactive gas, radon causes lung cancer and claims about 20,000 lives annually in the U.S.

2017 Outputs:

- Sold 250 radon kits to residents, a 32% decrease from 2016
- 174 radon kits sent for analysis; 60.3% had a result above 3.9 pCi/l (recommended remediation level)

Well Water Testing – Bacteria, Nitrates

CRCHD provides free well water test kits to residents for testing of bacteria and nitrates at Wisconsin State Lab of Hygiene (WSLH charges a nominal testing fee). CRCHD also provides assistance with interpretation of test results and mitigation information.

2017 Outputs:

- Provided 61 bacteria/nitrate well water test kits to residents
- Distributed 125 fee-exempt, bacteria/nitrate well water test kits to residents impacted by the 2017 Racine County area flood
 - Samples were submitted for over 50% of the flood-related well water test kits
 - Over 20% of the samples submitted tested positive and required corrective actions

CRCHD Website Update (NEW)

For the first time in 12 years, the CRCHD website has a new look. Residents are now able to access and navigate the website by mobile device or computer at www.crchd.com. The updated website delivers messages in a manner that allows for a better understanding of the role, activities, and value of public health. The website gives residents ready access to “Hot Topics” on matters ranging from flood clean up and water safety to radon awareness and other current issues. In addition, the website presents a “Featured Video” as well as “News,” a “Facebook” feed, and a “Select Language” button. Program and service information is readily accessible by content area: About Us, Community Health, Environmental Health, Public Health Preparedness, Communications, and Employment. For the first time, there is a “FAQ” section for questions as well as a “Contact Us” page. Another new, important feature is that job applicants may apply online. Most significantly, there is a “Search” function to get people to the information they are looking for.

Branding (NEW)

CRCHD also underwent branding in 2017, with staff taking on this work.



Community Events and Public Outreach

CRCHD provides educational materials to residents in a variety of formats to promote healthy behaviors. Health topics range from food safety to immunizations, infant safety, emergency preparedness and more.

2017 Outputs:

- Mailed one newsletter to all residents; wrote 20 newsletter articles for municipalities
- Issued regular press releases on topics such as seasonal influenza, West Nile virus, radon awareness, medication collection, and immunizations
- Posted on CRCHD social media accounts daily, including Facebook and Twitter, on topics including emergency preparedness; food, weather, and home safety; immunizations; and volunteer opportunities
- Presented at community events such as East and West End Networking Breakfasts, Sealed Air Family YMCA, Baby Expo, churches and civic organizations
- Reached a total of 39 residents at 4 Grapevine health education sessions
- Provided brochures on public health services at multiple venues and online

Other Applicable Programs listed under another Essential Services

- Communicable Disease, Outbreak and Public Information Services – see Essential Service #2
- Community Coalitions and Group Participation – see Essential Service #4
- Childhood Immunization and Adult Services Programs – see Essential Service #7

ESSENTIAL SERVICE 4: MOBILIZE COMMUNITY PARTNERSHIPS AND ACTION TO IDENTIFY AND SOLVE HEALTH PROBLEMS

Convene and collaborate with community groups to undertake prevention and population-focused activities. Develop strategies for assessing and engaging the full range of individual and community assets to improve locally determined health and environmental issues.

Wisconsin State Statute 251

Medication Collection

Medication collections are a valuable tool in preventing drug abuse as a growing number of youth and adults turn to medicine cabinets in homes as sources of prescription pills. Also, medications flushed down the drain or thrown in the trash can accumulate in the water supply and landfills, endangering the environment. In collaboration with many local partners (e.g. pharmacies and law enforcement agencies), CRCHD helps sponsor medication collection events, and these collection events are also used as a Cities Readiness Initiative (CRI) drill/exercise to test local public health preparedness plans. In addition to the medication collection events, 11 medication collection boxes have been established throughout the county to offer year-round disposal of medications to residents. For the most current list go to: <https://doseofrealitywi.gov/drug-takeback/find-a-take-back-location/>.

2017 Outputs:

- Helped dispose of unwanted medications at medication events (1,432 lbs.) and boxes (1,400 lbs.)
- Assisted with the addition of one medication box and replacement of another that was aging

Fetal, Infant & Child Death Review (FICDR) team

In 2010, CRCHD began chairing the Racine County child death review team and in 2012 added fetal and infant mortality review. Funded by state grant dollars, the now hybrid FICDR team (composed of law enforcement, EMS, DA's office, ME's office, Child Protective Services, and other healthcare agencies) works to ensure accurate identification and uniform reporting of the cause, manner and relevant circumstances of every fetal, infant and child death. The goal is to identify preventable causes of death and inform program and policy direction in the community based on team findings and trend analyses.

2017 Outputs:

- 15 childhood (ages 1-21), 16 infant (ages 0-1) , and 11 fetal (stillbirths) deaths reported to date
- Identified the leading causes of fetal and infant deaths as prematurity and natural causes
- Identified the leading manner of child deaths (ages 1-21) as accidents and natural causes
- Convened a workgroup to look at childhood drownings
- Wrote the *Racine County Fetal, Infant and Child Death Review Report 2011-2016 (NEW)*

Other Community Coalitions and Group Participation

- | | |
|---|---|
| • Racine County Youth Coalition | • SE Wisconsin WALHDAB |
| • Racine County Immunization Coalition | • Racine Collaborative for Children's Mental Health |
| • Greater Racine Collaborative for Healthy Birth Outcomes | • Racine County Family Resource Network |
| • Safe Kids Racine County Coalition | • Racine County Home Visiting Stakeholder's group |
| | • Family Preservation West |

Other Applicable Programs listed under another Essential Services

- Systematic Data Collection, Analysis and Dissemination – see Essential Service #1
- Emergency Preparedness – see Essential Service #5

ESSENTIAL SERVICE 5: DEVELOP POLICIES AND PLANS THAT SUPPORT INDIVIDUAL AND COMMUNITY HEALTH EFFORTS

Provide leadership to drive the development of public health plans and policies that are consistent throughout the state but that address local needs.

Wisconsin Statutes 251

Emergency Preparedness

CRCHD strives to ensure that staff can respond effectively to public health emergencies, lessen the negative impact of the emergency, and save lives. A public health emergency may be the result of a bioterrorist act; a biological disease (e.g. influenza, Ebola); a hazmat incident; an adverse weather condition; a long-term power outage; or a contaminated food or water supply. The work performed as part of our emergency preparedness program strengthens our capacity to respond and be prepared. In 2017, CRCHD was required to complete objectives related to medical surge, non-pharmaceutical interventions, volunteer management, community risk planning, threats spanning chemical, biological, radiological, nuclear, and explosive (CBRNE) events, and medical countermeasure dispensing. In fulfillment of these required objectives CRCHD participated in planning meetings and exercises with local, regional and state partner agencies.

2017 Outputs:

- Participated in the Southeastern Wisconsin Healthcare Emergency Readiness Coalition's (HERC) Emerging Infectious Disease Symposium designed to strengthen collaboration among public and private entities in the prevention and control of communicable diseases within our community
- Attended an out-of-state, community specific training designed to test and evaluate our current emergency plans with a group of 70 Racine County public and private partners
- Activated the CRCHD Incident Command System in conjunction with our Public Health Emergency Plan (PHEP) as part of our response and recovery efforts related to 2017 Racine County area floods
- Developed and published an in-depth After-Action Report/Improvement Plan (AAR/IP) related to our efforts in the 2017 Racine County area floods
- Participated in the Milwaukee Metropolitan Statistical Area Exercise Design Team to test public health emergency plans at a regional level
- Reinforced emergency preparedness concepts and plans among CRCHD staff via the dissemination and completion of monthly emergency preparedness training exercises
- Tested plans related to internal/external communication, health alerts, volunteer management, and Incident Command structure through a variety of ongoing drills
- Completed a Hazard Vulnerability Assessment to identify and prepare for potential biological, environmental, and other risks that may impact our jurisdiction
- Performed an annual review and revision of our emergency preparedness plans (i.e. PHEP, MCP) and incorporated a new strategy for the dispensing of medical countermeasures to first responders
- Increased the number of staff trained in public/media communications via a Public Information Officer (PIO) training course and participated in a newly developed PIO workgroup
- Increased engagement with local, private partners for our closed Point of Dispensing (POD) network
- Provided contractual emergency preparedness services to City of Racine Health Department

Other Applicable Programs listed under another Essential Services

- All Programs - see Essential Services #9
- All Programs - see Essential Services #10

ESSENTIAL SERVICE 6: ENFORCE LAWS AND REGULATIONS THAT PROTECT HEALTH AND SAFETY

Efficiently and effectively enforce state and local laws and regulations that protect and promote the public's health.

Wisconsin Statutes 251, 254, ATCP 72, 73, 75, 76, 78, 79, DHS 192, and SPS 221, 390

Environmental Health Licensing and Inspections

CRCHD is an agent for the Department of Agriculture, Trade and Consumer Protection (DATCP) and the Department of Safety and Professional Services (DPS). Environmental health staff provide licenses and inspections to the listed establishments. Staff also provide free food safety training classes.

2017 Outputs:

- Licensed 607 establishments
- Completed a total of 1,310 inspections, a 23% increase from prior licensing year
 - Completed 877 routine inspections (includes 147 transient vendor inspections)
 - Completed 90 pre-inspections
 - Completed 288 follow-up inspections
 - Completed 40 on-site inspections for complaints and followed up on 100% of complaints
 - Completed 15 other on-site inspections
- Developed an online food safety course available on the CRCHD website
- Conducted nearly 200 food safety inspections/calls during the summer of 2017 Racine County flooding event

Establishment Type	Total Licenses		Trend
	2016-2017	2015-2016	
Body Art	5	3	▲
Campground	5	5	--
Restaurant	257	249	▲
Retail Food	157	160	▼
Other Food Establishments	8	10	▼
Hotels/Motels	19	18	▲
Pools	61	61	--
Schools	31	31	--
Temporary Restaurants	63	63	--
Summer Camps	1	1	--
TOTAL	607	601	▲

Establishment Type	Follow-Up Reinspection 2016-2017	Follow-Up Inspection 2015-2016	Trend	Follow-up Charged Inspection 2016-2017	Follow-up Charged Inspection 2015-2016	Trend
Restaurant	147	120	▲	12	18	▼
Retail Food	52	37	▼	2	3	▼
TOTAL	199	157	▲	14*	21	▼

*Subset of Follow-Up inspections

Excellence Award for Food Facilities (NEW)

In 2017, Central Racine County Health Department developed a concept to acknowledge the food facilities that regularly meet a high standard of food safety by issuing an annual award to these facilities. This award is supported by local food industry committee members as well as the Central Racine County Board of Health. Facilities that qualify are licensed as a *moderate complexity restaurant, high complexity restaurant, large potentially hazardous food retail store or small potentially hazardous food retail store*. Certificates are issued after the end of the license year and state that the award was for the previous license year. Facilities that meet the criteria for the award: receive a certificate that they can post at their facility; have their facility posted on the CRCHD website; and receive notice of the CRCHD press release. The criteria for the award are stringent and are available at CRCHD.

2016-2017 Excellence Award Winners			
Facility	Location	Facility	Location
A&W	13520 Northwestern Ave., Caledonia	McKenzie Food Service #2	2720 W 7-Mile Rd., Raymond
Arbys	13712 Northwestern Ave., Caledonia	Milaegers	8717 Durand Ave., Sturtevant
Firehouse Subs	6012 Washington Ave., Mt. Pleasant	Round Table	2720 W 7-Mile Rd., Raymond
Jellystone Park	8425 Hwy 38., Caledonia	Starbucks	5658 Washington Ave., Mt Pleasant
Jimmy Johns	5502 Washington Ave., Mt. Pleasant	Subway	818 Fox Ln., Waterford
Kwik Trip	7155 Durand Ave., Mt. Pleasant	Toppers Pizza	5502 Washington Ave., Mt. Pleasant
		Lakeview Elementary	26335 Fries Ln., Norway

Online Food Safety Classes (NEW)

CRCHD Environmental Health staff developed six video presentations to provide basic food safety information for people and groups who serve food to the public on a limited basis. This includes volunteers of non-profit organizations such as religious, fraternal, youth, or patriotic organizations. Additionally, operators of temporary food establishments will find this information useful as well. People watch all six videos and complete a quiz and provide feedback when done. These videos make food safety available to many more people who serve food to the public.

DNR Well Water Program

In 2013, CRCHD began work as Department of Natural Resources (DNR) agents for public transient non-community well testing in Racine County. *A transient non-community water system is defined as a water system that serves at least 25 people at least 60 days of the year but does not serve the same 25 people over 6 months of the year.* The program requires annual testing for bacteria and nitrate, annual site assessment, and a sanitary survey every 5 years.

2017 Outputs:

- Tested 148 wells for bacteria, nitrate and nitrite (a 3% decrease from 2016)
- Completed 117 annual site assessments
- Completed 31 sanitary surveys
- Addressed 24 wells with deficiencies

Animal Bite/Rabies Investigations

CRCHD continues to investigate all animal bites to ensure the animal is not rabid and the bite victim has not been exposed to rabies. Rabies investigations take a large amount of time with many phone calls and detailed follow-up required to complete an investigation.

2017 Outputs:

- Conducted 197 rabies investigations, up 3% from 2016

Investigation	Bat	Cat	Dog	Raccoon	Skunk	Other	Total
Number	11	37	141	0	2	6	197
Percentage	6%	19%	71%	0	1%	3%	100%

Other Applicable Programs listed under another Essential Services

- All Programs – see Essential Service # 2
- Car Seat Education and Installation (Injury Prevention) – see Essential Service #3
- Fetal, Infant & Child Death Review (Injury Prevention) – see Essential Service #4

ESSENTIAL SERVICE 7: LINK PEOPLE TO NEEDED PERSONAL HEALTH SERVICES

Provide education and outreach as well as referrals, care coordination, and other services that promote health. Assist people to better use public health and health care services to which they have access.

Wisconsin Statutes 251 and DHS 144

Long-Term Home Visitation Programs

CRCHD receives several grants to provide comprehensive home visitation programs using Healthy Families America (HFA) evidence-based model and Growing Great Kids curriculum. Of importance, CRCHD is a nationally accredited HFA home visiting program, the first public health department in the state to become one. HFA is a signature program of Preventing Child Abuse America that has been providing home visiting services for more than 20 years. Expectant and new parents have common questions about their child's development and HFA connects with families to find the answers to their questions and set meaningful goals while meeting within the familiarity and convenience of the family's own home. HFA is an accessible, voluntary and well received service.

Family Foundations Home Visiting (FFHV)

Open to all Racine County residents and funded by Wisconsin Department of Children and Families, Family Foundations Home Visiting is a partnership between home visiting providers and Racine County Human Services Department. Program goals include: improving birth outcomes and maternal health; providing service coordination and referrals; and improving child safety, health and development.

2017 Outputs (2016/2017 grant cycle)

- ° Provided 880 home visits (up 18% from 2016) for 125 families (up 95% from 2015/2016)

Racine Healthy Babies (RHB)

RHB is funded through Wis. Stats. 253.16 and managed by Racine County Human Services Department. The program supports home visits for pregnant or parenting women who have had a previous preterm birth, low birth weight birth, fetal loss or infant death and pregnant or parenting African American women who have not had a previous loss. Goals include: utilizing innovative approaches to reduce poor outcomes; improving maternal health and family functioning; and promoting child health, safety and growth.

2017 Outputs (2016/2017 grant cycle)

- ° Provided 453 home visits (up 18% from 2016) for 62 families (up 100% from 2015/2016)

Short-Term Home Visitation Program

Family Connects Racine County (NEW)

Family Connects Racine County is a new, community-wide nurse home visiting program. Program services are for all parents of newborns in Racine County and visits are tailored to meet each family's needs. Nurses provide between one and three home visits to families with a newborn beginning at about three weeks of age, regardless of income or demographics. Having a new baby affects many areas of a family's life. Family Connects nurses are trained to answer all kinds of questions and are knowledgeable about the wealth of resources in the community. Nurse home visitors offer supportive guidance, respond to family questions about newborn care, and help bridge the gap between parent needs and community resources. Family Connects supports parents by bringing health providers,

community resources and families together. Participation is voluntary and at no charge, and open to all Racine County families who have just given birth. This program is funded by United Way of Racine County and Racine County Human Services Department.

2017 Outputs

- Provided 118 home visits in first five months of the program (2017 grant cycle)

Home Visiting Evaluation Grant – Wisconsin Partnership Program (NEW)

In 2017, CRCHD completed an evaluation of Racine County home visiting, in partnership with University of Wisconsin-Milwaukee academic partners. The goal of the WPP grant was to evaluate the prevalence of Adverse Childhood Experiences (ACEs) and their relationship to risk factors for poor birth outcomes and child abuse and neglect. Childhood experiences matter and have a big impact on health. Adverse childhood experiences are of particular public health concern because they may affect lifelong health and well-being—they are among the leading causes of disease, disability, social problems and early death. ACEs matter because they may lead to social, emotional and cognitive impairment as well as adoption of health-risk behaviors. ACEs also may have long-term effects on maternal reproductive health and interfere with the effectiveness of health interventions and programming.

WHAT ARE ACEs? Physical abuse; verbal abuse; sexual abuse; physical neglect; emotional neglect; mother treated violently; household substance abuse; household mental illness; parental separation or divorce; incarcerated household member.

Evaluation findings show that 38% of women have 4+ ACEs and 81% have at least one ACE. Findings for children suggest there are intergenerational effects of ACEs that negatively affect not only the women who experienced the adversity but also their children. These findings are being used to identify additional strategies to reach as many families as possible through home visiting and to ensure services take into account a family's trauma history. Findings are also being used to inform policy and systems change through cross-sector collaborative work in order to prevent ACEs in infants and young children and to support and promote healthy families.

KEY ACE EVALUATION FINDINGS

Women with high ACEs:

- 5x as likely to experience domestic violence
- 2x as likely to experience a pregnancy loss
- 2x as likely to experience perinatal depression
- 3x as likely to smoke tobacco after pregnancy

Children born to mothers with high ACEs:

- 3x more likely to have a physical delay

CRCHD is working to address ACEs by promoting healthy birth outcomes, positive parent-child interaction, and healthy childhood growth and development through evidence-based home visiting. Additional work includes evaluation of ACEs to identify their impact on home visiting policies and practices and dissemination of the evaluation findings.

Maternal Child Health

CRCHD staff provides maternal child health (MCH) services and education to all residents.

2017 Outputs

- Provided MCH information to 672 families in a new baby packet
- Provided infant safe sleep education to all 30 daycare centers in the jurisdiction (NEW)
- Provided infant safe sleep training to 186 staff in 24 daycare centers (NEW)

School and Daycare Immunization Compliance Program

CRCHD staff work closely with school districts and daycare centers to assure school age children are in compliance with the Wisconsin State Immunization Law.

2017 Outputs

- Tracked school and daycare compliance rates for all schools and daycares in the jurisdiction

Population-Based Immunization Compliance Program

Funded by state grant dollars, this program works to increase immunization rates of all children in the jurisdiction, regardless of provider.

2017 Outputs

- Helped ensure that 77% of children residing in Racine County who turned 24 months of age during the year were up-to-date on their immunizations; coordinated immunization surveillance by sending 1,144 reminder/recall letters to residents
- Provided immunization information to 672 families in a new baby packet

Childhood Immunization Program

Through the federal Vaccines for Children Program (VFC), CRCHD receives free childhood vaccines to ensure that children receive and remain up to date on vaccinations. Since 2012, health departments may only use VFC vaccine for those who are underinsured, uninsured, or on Medicaid/Badgercare.

2017 Outputs

- Provided 224 pediatric vaccines (down 19% from 2016) to 76 pediatric clients (down 24% from 2016) (includes 31 pediatric influenza shots)
- Monitored and will continue to monitor clinic utilization as well as overall vaccine coverage rates

Adult Services Program

CRCHD provides an Adult Services Program which includes blood pressure screenings, administration and reading of tuberculin skin tests, and some adult vaccinations.

2017 Outputs

- Provided 28 adult vaccinations (down 26% from 2016), excluding seasonal influenza, for 22 clients (down 21% from 2016)
- Tdap vaccine accounted for 54% of adult vaccinations given
- Provided 78 adult seasonal influenza vaccinations through private vaccine purchase
- Administered 83 tuberculin skin tests (down 24% from 2016) and provided blood pressure checks as needed

Other Applicable Programs listed under another Essential Services

- Communicable Disease Services – see Essential Service #2
- Community Events and Public Outreach – see Essential Service #3

ESSENTIAL SERVICE 8: ASSURE A COMPETENT PUBLIC HEALTH WORKFORCE

Lead and support efforts to improve the quality, quantity and diversity of health professionals in the state. Promote the development of professional education strategies and programs that address state and local health needs.

Wisconsin Statutes 251 & 252 and DHS 139

Qualified Public Health Professionals

CRCHD Public Health Nurses and Sanitarians are required to provide a copy of their Wisconsin State Licenses. Information is verified with the state at the time of hire and thereafter. Additionally, staff attend continuing education trainings if relevant to the position and approved by the Health Officer.

2017 Outputs:

- CRCHD has a Health Officer, Community Health Director, and Associate Community Health Director who are all Master's prepared and a Bachelor's prepared Fiscal Director and Environmental Health Director
- CRCHD has nine Public Health Nurses (PHN), all Registered Nurses with a Bachelor's degree, seven of nine who are funded exclusively for home visiting work and two of whom are supervisors
- CRCHD has six Bachelor's prepared Public Health Educator Home Visitors, one of whom is a supervisor
- CRCHD has three Registered Sanitarians (RS) plus a RS Environmental Health Director
- CRCHD has two Public Health Specialists, both with an MPH
- CRCHD has three Public Health Technicians, the senior one who is licensed as a MA
- CRCHD has one Public Health Educator who is Bachelor's prepared
- Staff completed training as required by their positions and/or a grant

Linkages with Academia

CRCHD has strong linkages with numerous institutions of higher education and serves as a site for student placement, observation, practice experience and internship.

2017 Outcomes:

- Maintained agreements with local universities
- Worked with University of Wisconsin Milwaukee academic partners on WPP evaluation grant

Linkages with Healthcare Systems

CRCHD has strong relationships with local healthcare systems in order to provide quality staff, programs, and services. Through partnerships, CRCHD identified education and training needs as well as opportunities for developing core public health competencies.

2017 Outcomes:

- Maintained Dr. Mark DeCheck as Medical Advisor for the Health Department
- Continued a system of healthcare linkages using a community coordinator for home visitation
- Member of Aurora Health Care Community Steering Council – Walworth and Racine
- Collaborated with Ascension – All Saints for home visiting services and program evaluation

Linkages with School Systems

CRCHD has strong relationships with local school systems, including administrators, school nurses, social workers and other professional staff, in order to provide collaborative programs and services.

ESSENTIAL SERVICE 9: EVALUATE EFFECTIVENESS, ACCESSIBILITY AND QUALITY OF INDIVIDUAL AND POPULATION BASED HEALTH

Regularly evaluate the public health's system performance, processes and outcomes to provide information necessary to define accountability, allocate resources, and reshape policies and services.

Wisconsin Statutes 250 and DHS 140

Local Policy and Procedure Updates

On an annual basis, the Health Department reviews, updates, and creates new policies and procedures. CRCHD also works with Board of Health to implement new standards and tools as needed.

2017 Outputs:

- Continued to update and create policies and procedures to meet all necessary requirements

Continuous Quality Improvement (CQI)

In 2017, CRCHD updated its Quality Improvement Plan. Through formal processes, CRCHD documents activities, monitors program fidelity, reviews and analyzes data, and adjusts practices based on findings.

2017 Outputs

- Updated the agency Quality Improvement Plan and developed process maps
- Received program feedback from reflective practice, consumer surveys and municipal personnel
- Reviewed and analyzed data through staff supervision, full staff meetings, and board meetings as well as through discussions with staff, participants and self-assessment of job performance

Performance Management

The CRCHD performance management system works to: 1) set organizational objectives across all levels of the department, 2) identify indicators to measure progress toward achieving objectives on a regular basis, 3) identify responsibility for monitoring progress and reporting, 4) identify areas where achieving objectives requires focused quality improvement processes, and 5) identify visible leadership.

2017 Outputs

- Updated the CRCHD Performance Management Plan and revised program goals, indicators and measurements for Community and Environmental Health programs.

2016-2020 Strategic Plan

CRCHD continued work on *2016-2020 Strategic Plan* priorities: 1) achieve national public health accreditation, 2) enhance external communication and partnerships, 3) focus workforce development on performance, 4) align organizational programs/services, and 5) assure financial viability.

Finances and Resource Allocation

CRCHD utilizes Board of Health direction, program process and outcome data, levy constraints, municipal input, and best practices to inform Health Department budgeting.

2017 Outputs

- Developed a budget with a 0% increase for 2017 and came in on budget in 2017
- Received income of \$2,679,148 (58% grant, 30% local levy, 12% fees/contracts). Of expenditures, 81% were for personnel and 19% were operating expense, including required grant programmatic expenditures. Revenues increased in 2017 due to 18% increase in grant revenues
- Ranked 76/88 in per capita levy funding (less than ½ the state average for all local health depts.)

ESSENTIAL SERVICE 10: RESEARCH FOR NEW INSIGHTS AND INNOVATIVE SOLUTIONS TO HEALTH PROBLEMS

Develop partnerships with institutions, colleges, vocational/technical schools, and universities to broaden the range of public health research. Conduct timely scientific analysis of public health issues. Engage testing of innovative solutions at the local and state levels.

Wisconsin Statutes 251 & 252 and DHS 139

Partnerships for Research and Innovation

CRCHD partners with many agencies and programs to further public health innovation and research in the jurisdiction and the state. While many of these partnerships have already been enumerated in the previous Essential Services, they are important enough to the health of the community to recount here. Partnerships and innovations include, but are not limited to the following:

2017 Outputs

- Partnered with schools, long-term care facilities, daycares, and healthcare systems
- Collaborated with Ascension – All Saints regarding home visiting services
- Initiated collaboration with Aurora Health Care regarding home visiting services
- Collaborated with City of Racine Health Department and Racine Unified School District for consistent communicable disease messaging to students, families and staff
- Worked with school districts and daycare centers to assure immunizations for children
- Provided contracted services for City of Racine Health Department for emergency preparedness, cities readiness initiative, and fetal, infant and child death review (FICDR) services
- Participated in the Home Visiting Collaborative Improvement and Innovation Network (HVCoin) to achieve breakthrough improvements in select process and outcome measures that are important to the home visiting programs
- Participated in the state emergency preparedness work groups
- Partnered with government, hospital and other agencies to grow the Racine County Home Visiting Network and support an ongoing system of healthcare linkages for home visitation
- Led the Racine County FICDR team made up of law enforcement, Emergency Medical Services, District Attorney's office, Medical Examiner's office, Child Protective Services, Healthcare (pediatrician and neonatologist), Public Health and other partners
- Worked with United Way of Racine County and Racine County Human Services Department to start *Family Connects Racine County*
- Collaborated with many agencies to promote medication collection boxes and events
- Contracted with DATCP and DSPS for licensing and inspections and DNR for well testing
- Contracted with WI Department of Health Services for immunization, maternal child health, emergency preparedness, cities readiness initiative, prevention, and lead grant work
- Participated on the Racine County Youth Coalition, Racine County Immunization Coalition, Greater Racine Collaborative for Healthy Birth Outcomes, Safe Kids Racine County Coalition, SE WI Association of Local Health Departments and Boards (WALHDAB), Racine County Home Visiting Stakeholder's group, Racine County Family Resource Network group, Family Preservation West, and Racine Collaborative for Children's Mental Health
- Collaborated with local law enforcement on animal control/rabies investigations

ASSURE COMPETENT WORKFORCE

Qualified Public Health Professionals

- Health Officer, CH Director and Associate CH Director are all PHNs and Master's prepared
- 1 Bachelor's prepared Environmental Health Director
- 1 Bachelor's prepared Fiscal Director
- 9 Public Health Nurses (PHNs), 7 of 9 who are grant funded exclusively for home visiting
- 6 Bachelor's prepared Public Health Home Visitors
- 1 Bachelor's prepared Public Health Educator
- 2 Public Health Specialists with a MPH
- 3 Bachelor's prepared Registered Sanitarians (RS)
- 3 Public Health Technicians, one licensed as a MA

Linkages with Academia

- Maintained MOUs with Wisconsin colleges and universities to precept students

Linkages to Healthcare Systems

- Maintained Dr. Mark DeCheck as Medical Advisor
- Continued a system of healthcare linkages
- Partnered with 2 hospital systems

Linkages with School Systems

- Maintained strong relationships with local schools

EVALUATE EFFECTIVENESS

- Updated Performance Management and Quality Improvement Plans using accreditation guidelines
- Utilized PHAB guidelines to create and revise program goals, indicators and measurements for Community and Environmental Health programs
- Ranked 76/88 in per capita levy funding (less than ½ the state average for all local health departments)
- Developed a budget with 0% levy increase for 2017; came in on budget in 2017

RESEARCH NEW SOLUTIONS

CRCHD partners with many agencies and programs ranging from healthcare institutions to schools, businesses, municipalities, coalitions, colleges and universities in order to further public health innovation and research in the jurisdiction and the state.



**Central Racine County
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Office Hours:
Monday — Friday
8:00 AM — 4:30 PM

STAFF Health Officer

Community Health Director
Assoc. Community Health Director
Public Health Nurses
Public Health Educator
Public Health Specialists
Community Health Supervisor
Home Visiting Supervisors
Public Health Nurses-Home Visitors
Public Health Educators-Home Visitors

Environmental Health Director
Registered Sanitarians
Public Health Technician

Fiscal Director
Senior Public Health Technician
Public Health Technician
Contract staff



2017 ANNUAL REPORT HIGHLIGHTS

Central Racine County
Health Department

Central Racine County
Health Department

www.crchd.com

Serving Caledonia, Dover,
Mount Pleasant, North Bay, Norway,
Raymond, Rochester, Sturtevant,
Union Grove, Yorkville,
Town and Village of Waterford,
Town and City of Burlington

YEAR IN REVIEW

In 2017 CRCHD made tremendous strides in addressing current and emerging public health issues. Highlights of new and ongoing accomplishments include:

- Development of the *CRCHD Community Health Assessment 2017* (CHA).
- Identifying mental health, substance abuse, chronic disease and healthcare access as significant community concerns and areas for community improvement.
- Utilizing home visiting evaluation findings to gain support for a new, short-term home visiting program called *Family Connects Racine County*, open to all parents of newborns in Racine County.
- Responding to a summer flooding event by: ordering/distributing over 125 fee-exempt well water test kits; conducting nearly 200 food safety inspections/calls; providing health education via website postings, social media updates, press releases, and press briefings; participating in the EOC.
- Establishing a drowning prevention workgroup to address an increase in youth drownings.
- Taking on Safe Kids Racine County Coalition.
- Starting a Cribs for Kids program to increase access and reduce infant deaths.
- Writing the *Racine County Fetal, Infant and Child Death Review Report 2011-2016*.
- Updating the CRCHD website and completing a rebranding of CRCHD.
- Continuing work the *2016-2020 Strategic Plan* priorities, including public health accreditation.
- Providing 1,451 home visits for expectant/new parents.
- Promoting Racine County medication boxes and medication collection events to address the opioid epidemic.
- Testing 148 wells, 117 annual site reviews, and 31 sanitary surveys for the DNR well program.
- Completing a total of 1,310 inspections at 607 licensed establishments and 147 transient food vendors.
- Investigating, providing education, and tracking 1,140 communicable disease (CD) and STD reports.
- Responding to a tripling of influenza-related hospitalizations compared to 2016.
- Investigating/assisting with 24 institutional outbreaks of respiratory and GI illnesses.
- Updating Performance Management and QI Plans.
- Implementing an Excellence Award for food facilities.
- Creating online food safety training courses.
- Coming in on budget with no levy increase (0%).

Thank you to staff, Board of Health, and all our partners for your hard work, collaboration and support.

MONITOR HEALTH STATUS

Systematic Data Collection, Analysis and Dissemination

- Presented communicable disease and other data to Board of Health members and health department staff
- Developed *CRCHD Community Health Assessment 2017*
- Provided updates via website, social media and mailings

INVESTIGATE HEALTH PROBLEMS

Communicable Disease (CD) and Sexually Transmitted Disease (STD) Services

- Conducted 334 investigations (8% ↑) of confirmed/probable CDs and 440 investigations of suspect CDs
- Conducted 354 investigations of reportable STDs (0% change) and 12 investigations of suspect reportable STDs

Disease Outbreak Investigations

- Responded to 24 CD outbreaks (20% ↑) at 13 long term care facilities (86% ↑)

Human Health Hazards (HHH) Investigations

- Conducted 230 HHH investigation interventions (33%↓)

Lead Hazard Investigations

- Identified and tracked 1,066 blood lead tests completed
- Contacted 20 kids with lead levels ≥ 5 -9 ug/dL; no kids tested with lead levels of ≥ 10 ug/dL

Outbreak Related Public Information

- Issued press releases regarding West Nile virus, etc.
- Sent guidance to providers and partner agencies on Zika recommendations, and influenza testing, to name a few

INFORM PEOPLE OF HEALTH ISSUES

Car Seat Education and Installation

- Evaluated 94 child safety seats for proper installation (370% ↑)

Cribs for Kids and Safe Kids

- Provided 81 cribs and education to 79 parents
- Took over Safe Kids Racine County

Radon Testing

- Sold 250 radon test kits to residents

Well Water Testing

- Provided 61 well water test kits to residents
- Distributed 125 well water kits to residents impacted by 2017 Racine County area flood

Community Events and Public Outreach

- Updated website and conducted CRCHD rebranding
- Posted information on the social media accounts daily
- Provided brochures at multiple venues and online

MOBILIZE COMMUNITIES

Medication Collection

- Collected 2,832 lbs. at medication boxes and events; added 1 box and replaced another that was aging

Fetal, Infant & Child Death Review

- 15 childhood deaths (ages 1-21), 16 infant deaths (ages 0-1), and 11 fetal deaths (stillbirth) reported

PLAN TO SUPPORT HEALTH

Emergency Preparedness (EP)

- Revised public health emergency plans
- All staff completed monthly EP training exercises
- Participated in miscellaneous drills
- Activated CRCHD ICS with our preparedness plan to aid in 2017 Racine County area floods

ENFORCE PUBLIC HEALTH LAWS

Environmental Health Licensing and Inspections

- Completed 1,310 inspections (23% ↑) of 607 licensed establishments and 147 transient vendors
- Implemented Excellence Award for food facilities
- Developed online food safety training

Animal Control/Rabies Investigations

- Conducted 197 rabies investigations (3% ↑)

DNR Well Water Program

- Tested 148 wells (3% ↓), conducted 117 annual site reviews, and 31 sanitary surveys for DNR well program

LINK PEOPLE TO HEALTH SERVICES

Home Visitation Programs

- Completed 1,451 home visits (33% ↑) for 305 families (103% ↑) for short- and long-term programs
- Completed ACEs Home Visiting Evaluation grant
- Began new, universal, postpartum *Family Connects Racine County* program

Maternal Child Health

- Provided MCH information to 672 families
- Provided infant safe sleep education to 30 daycares

Childhood Immunization Program

- Provided 224 (19%↓) vaccines to 76 pediatric clients

Adult Services Program

- Provided 28 (26%↓) adult vaccinations to 22 clients
- Administered 83 tuberculin skin tests (24%↓)



COMMITTEE OF THE WHOLE

ITEM NUMBER 5A

DATE: June 19, 2018

SUBJECT: DISCUSSION - Status update regarding the 2016-2018 Strategic Plan Initiatives.

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

The City of Burlington engaged in a strategic planning process over three meetings during October and November 2015. The sessions yielded a Strategic Plan for the three-year period 2016-2019. The Strategic Plan consists of five strategic priorities, which are the highest priority issues for the next three years; a series of desired outcomes, which provide a vision of success, key outcome indicators, which will be monitored to determine success; and a set of performance targets, which define the successful outcome. The five strategic priorities with their strategic initiatives are as follows:

Financial Sustainability (Finished)

- a) Monthly reporting system – COMPLETED
- b) Long-term, comprehensive financial plan-all funds – COMPLETED
- c) Develop financial policies - COMPLETED

Economic Development

- a) Focused business development program – IN PROGRESS
- b) Develop business retention program – IN PROGRESS
- c) Create a business incentive policy - IN PROGRESS

Infrastructure Maintenance and Expansion

- a) Develop vehicle, equipment, facilities replacement schedule & funding strategy – IN PROGRESS
- b) Create plan for moving General Transportation Aid for intended purpose - SCHEDULED
- c) Create stormwater utility – SCHEDULED
- d) Comply with water & wastewater treatment limits – IN PROGRESS
- e) Complete schedules and strategy for major facilities – IN PROGRESS

A Competitive Workforce

- a) Total compensation study – COMPLETED
- b) Succession plan for organization - IN PROGRESS
- c) Employee survey – IN PROGRESS
- d) Exit interviews - COMPLETED

Citizen Engagement

- a) Develop community engagement & education program – IN PROGRESS
- b) Citizen Survey - SCHEDULED
- c) Recruitment & application process - IN PROGRESS

Attached for your convenience is a detailed breakdown for staff to follow indicating the goal date to complete the various steps involved in fulfilling the initiatives. Staff is on track with the goal dates at this time and many initiatives are in progress.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

For update only.

TIMING/IMPLEMENTATION:

This item is scheduled for discussion at the June 16, 2018 Committee of the Whole meeting.

Attachments

Strategic Plan Initiatives Calendar

2016-2018 Strategic Plan Initiatives Calendar

Winter 2016	Business Development Program	Meet with downtown business owners to update strategic plan	Administration	✓
Winter 2016	Exit Interviews for All Positions	Identify perimeters for exit questionnaire	Administration	✓
Winter 2016	Exit Interviews for All Positions	Prepare standard questionnaire to conduct interviews	Administration	✓
Winter 2016	Community Pool Study	Release RFP	Administration	✓
Winter 2016	Employee Compensation Study	Create and issue RFP for study	Administration	✓
Winter 2016	Major Facilities Study	Meet with BASD and Racine Co. for possible joint facility	Administration	✓
Winter 2016	Employee Compensation Study	Collect job descriptions and current comp package	Dept Heads	✓
Winter 2016	Financial Reporting System	Upgrade accounting software	Finance	✓
Winter 2016	5-Year Financial Plan	Meet with Ehlers to discuss 5-yr Financial Plan	Finance	✓
Winter 2016	5-Year Financial Plan	Budget expenditure for plan	Finance	✓
Spring 2016	Community Pool Study	Interview vendors	Admin & DPW	✓
Spring 2016	Business Development Program	Create a Gap Analysis and Retail Leakage report	Admin & RCEDC	✓
Spring 2016	Employee Compensation Study	RFPs for compensation study due	Administration	✓
Spring 2016	Major Facilities Study	Conduct Feasibility Study	Administration	✓
Spring 2016	Major Facilities Study	Catalog all City facilities, build date and condition	Administration	✓
Spring 2016	Employee Compensation Study	Comp study consultant contract to Council	Administration	✓
Spring 2016	Business Retention Program	Update Downtown Strategic Plan with RCEDC	Administration	✓
Spring 2016	Employee Satisfaction Survey	Develop questions for survey	Dept Heads	✓
Spring 2016	Succession Plan for Organization	Compile list of job descriptions and qualifications	Dept Heads	✓
Spring 2016	Financial Reporting System	Develop budget to actual spreadsheets with links to data	Finance	✓
Spring 2016	Financial Reporting System	Update Dept Head computers with software	Finance	✓
Spring 2016	Develop Financial Policies	Review current financial policy	Finance	✓
Spring 2016	Financial Reporting System	Test excel spreadsheets & modify if needed	Finance	✓
Spring 2016	5-Year Financial Plan	Coordinate draft of plan	Finance	✓
Spring 2016	Financial Reporting System	Final edits to excel sheets	Finance	✓
Spring 2016	Financial Reporting System	Clarity training for Dept. Heads with "Inquiry Access"	Finance	✓
Spring 2016	5-Year Financial Plan	Res of 5-yr Plan to go to Council	Finance	✓
Spring 2016	Develop Financial Policies	Review of changes/edits	Finance & Admin	✓

Spring 2016	Financial Reporting System	Dept Heads utilizing data	Finance & Dpt Hds	✓
Spring 2016	5-Year Financial Plan	Coordinate data for plan	Finance & Dpt Hds	✓
Summer 2016	Community Pool Study	Consultant to complete Phase 1 site assesment	Admin & DPW	✓
Summer 2016	Community Pool Study	Consultant to complete Phase 2 preliminary design	Admin & DPW	✓
Summer 2016	Employee Compensation Study	Conduct comp study	Administration	✓
Summer 2016	Develop Financial Policies	Policies recommended by Ehlers to COW/Council	Finance	✓
Summer 2016	Capital Improvement Plan	Identify capital improvement & Equipment Replacement schedule	Dept Heads	✓
Summer 2016	Limit water/ww treatment limits	Compile list of all treatment limits per user permit	DPW	✓
Summer 2016	Limit water/ww treatment limits	Determine efficiency and problems with current limits	DPW	✓
Summer 2016	Create plan for Gov Transportation Aid	Move GTA funds to street budget	DPW & Finance	✓
Autumn 2016	Business Retention Program	Create property maintenance education program	Admin & B. Inspect	✓
Autumn 2016	Community Pool Study	Consultant to complete Phase 3 management plan	Admin & DPW	✓
Autumn 2016	Community Pool Study	Consultant to complete Phase 4 referendum & educ. assistance	Admin & DPW	✓
Autumn 2016	Employee Compensation Study	Present comp study results to Council	Administration	✓
Autumn 2016	Employee Compensation Study	Implement comp study findings	Dept Heads	✓
Autumn 2016	Develop Financial Policies	Incorporate Financial Policies into 2017 Budget	Finance	✓
Autumn 2016	Capital Improvement Plan	Implement program to track CIP and ERF needs	Dept Heads	✓
Winter 2017	Limit water/ww treatment limits	Compile list of future mandates for processes	DPW	✓
Winter 2017	Create Stormwater Utility	Begin mapping of existing stormwater system	DPW	✓
Spring 2017	Succession Plan for Organization	Establish career development plan for all employees	Dept Heads	
Spring 2017	Develop Community Engagement Program	Review existing public information tools	Administration	✓
Spring 2017	Create Stormwater Utility	Submit data to DNR for future MS4 permit	DPW	✓
Summer 2017	Major Facilities Study	Develop facilities replacement schedule and funding strategy	Administration	
Summer 2017	Develop Community Engagement Program	Research other community practice	Administration	✓
Summer 2017	Business Retention Program	Quarterly update of vacant downtown storefront doc	Adminstration	
Autumn 2017	Develop Community Engagement Program	Create recruitment application	Administration	✓
Autumn 2017	Business Retention Program	Resolution of Business Attraction & Retention Plan to Council	Adminstration	
Autumn 2017	Succession Plan for Organization	Implement training program and succession plan	Dept Heads	

Winter 2018	Business Incentive Program	Present incentive program to Council	Administration	
Winter 2018	Community Pool Study	Consultant to complete Phase 6 construct management & inspection	Admin & DPW	✓
Winter 2018	Major Facilities Study	Possible design and build of combined facility	Administration	
Summer 2018	Employee Satisfaction Survey	Distribute survey to employees	Dept Heads	
Summer 2018	Employee Satisfaction Survey	Receive employee surveys	Dept Heads	
Summer 2018	Develop Community Engagement Program	Create community engagement program	Administration	
Summer 2018	Develop Community Engagement Program	Review community engagement program with Council	Administration	
Autumn 2018	Employee Satisfaction Survey	Review results with employees	Administration	
Autumn 2018	Employee Satisfaction Survey	Review results with Council	Administration	
Autumn 2018	Citizen Survey	Develop and RFP for conducting an citizen survey	Administration	
Autumn 2018	Citizen Survey	Hire consultant to conduct study	Administration	
Autumn 2018	Citizen Survey	Market survey with community	Administration	
Winter 2019	Citizen Survey	Residents to complete survey	Administration	
Winter 2019	Citizen Survey	Results of survey presented to Council with recommendations	Administration	
Winter 2019	Citizen Survey	Results of survey presented to community	Administration	
Winter 2019	Create Stormwater Utility	Create Stormwater Utility	DPW	
Winter 2019	Create Stormwater Utility	Create stormwater division with DPW	DPW	
Ongoing	Business Retention Program	Strengthen and enhance relationship with Chamber	Administration	
Ongoing	Business Development Program	Identify Action Plan for Downtown and City Revitalization	Administration	
Ongoing	Business Development Program	Interview larger businesses in city	Admin & RCEDC	
Ongoing	Employee Satisfaction Survey	Implement action plans based on employee feedback	Administration	
Ongoing	Employee Satisfaction Survey	Redistribute survey to employees annually	Administration	
Ongoing	Exit Interviews for all positions	Conduct exit interview with all that terminates employment	Administration	
Ongoing	Exit Interviews for all positions	Review results of interview annually and create action plans	Administration	
Ongoing	Develop Community Engagement Program	Implement community engagement program	Administration	
Ongoing	Develop Community Engagement Program	Communicate & update citizens of events, programs and legislature	Administration	
Ongoing	Succession Plan for Organization	Discuss training expectations with employees	Dept Heads	
Ongoing	Succession Plan for Organization	Evaluate and monitor process of succession plan	Dept Heads	
Ongoing	Capital Improvement Plan	Update Council annually of needs	Dept Heads	

Ongoing	Capital Improvement Plan	Schedule CIP and ERF needs in annual budget	Dept Heads	
Ongoing	Limit water/ww treatment limits	Seek groups who legally oppose mandates of limits	DPW	
Ongoing	Limit water/ww treatment limits	Meet current mandate limits for water and wastewater	DPW	
Ongoing	Create Plan for GTA	Complete GTA study annually	DPW	
Ongoing	Create Plan for GTA	Develop revolving 5-year right-of-way plan	DPW	



COMMITTEE OF THE WHOLE

ITEM NUMBER 6A

DATE: June 19, 2018

SUBJECT: **RESOLUTION 4907(9)** - Approval of the 2017 Compliance Maintenance Annual Report (CMAR) for the Burlington Wastewater Utility.

SUBMITTED BY: Peter Riggs, Director of Public Works

BACKGROUND/HISTORY:

The Compliance Maintenance Annual Report (CMAR) is required by the Wisconsin Department of Natural Resources (DNR) to ensure the City's Wastewater Utility is in compliance with the permit issued by the DNR. The CMAR is a self-evaluation tool that promotes the owner's awareness and responsibility for wastewater collection and treatment needs, measures the performance of wastewater treatment during a calendar year, and assesses its level of compliance with permit requirements. This report, which is required to be completed and submitted annually, must be reviewed and approved by the Common Council and the DNR.

The purpose of the CMAR is to evaluate the wastewater treatment system for problems or deficiencies. Owners identify proposed actions to prevent violations of WPDES permits and water quality degradation. The CMAR program also encourages actions that promote awareness and responsibility for wastewater collection, treatment needs that maximize the useful life of wastewater treatment systems through improved operation and maintenance, and formal planning, design and construction for system upgrades.

The 2017 CMAR grade point average for the Burlington Wastewater Utility was 4.0, based on a 4.0-point grading system. The City of Burlington Wastewater Utility has received a 4.0 score on the CMAR seven times since 2007, demonstrating a history of excellence and professionalism in wastewater treatment. The City's Wastewater treatment plant and collection system are in full compliance with our WPDES permit. The Wastewater Utility strives year round to achieve a high level of quality in wastewater treatment and we are proud to submit this excellent report.

BUDGET/FISCAL IMPACT:

None.

RECOMMENDATION:

Staff recommends that the Common Council approve the resolution for the 2017 CMAR.

TIMING/IMPLEMENTATION:

This item is scheduled for discussion at the June 19, 2018 Committee of the Whole meeting. Due to timing requirements for DNR submittal, this item is scheduled for final consideration at the Common Council meeting on June 19, 2018 as well.

Attachments

RES 4907(9)
2017 CMAR

RESOLUTION NO. 4907(9)
Introduced by: Committee of the Whole

**A RESOLUTION APPROVING THE 2017 COMPLIANCE MAINTENANCE ANNUAL REPORT
(CMAR)**

WHEREAS, the Wisconsin Department of Natural Resources requires the completion of a Compliance Maintenance Annual Report (CMAR), which will evaluate and document the performance and condition of the Wastewater Utility; and,

WHEREAS, the CMAR will assist treatment plant owners to plan for the future where necessary so that each plant will maintain their permit requirement; and,

WHEREAS, the operators of the Burlington Water Pollution Control Facility will continue to have training and testing opportunities to further their license status and safety understanding; and,

WHEREAS, scheduled preventive maintenance activities will continue to be performed on the collection system in order to prevent future sanitary system overflows.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Burlington has reviewed and approved the 2017 CMAR. A copy of which is attached hereto.

Introduced: June 19, 2018
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahn Halbach, City Clerk

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/17/2018 2017

Grading Summary

WPDES No: 0022926

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ammonia	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			37	148
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

A = Voluntary Range (Response Optional)

B = Voluntary Range (Response Optional)

C = Recommendation Range (Response Required)

D = Action Range (Response Required)

F = Action Range (Response Required)

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/14/2018 **2017**

Influent Flow and Loading

1. Monthly Average Flows and (C)BOD Loadings

1.1 Verify the following monthly flows and (C)BOD loadings to your facility.

Outfall No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average (C)BOD Concentration mg/L	x	8.34	=	Influent Monthly Average (C)BOD Loading, lbs/day
January	2.6592	x	273	x	8.34	=	6,056
February	2.6313	x	298	x	8.34	=	6,541
March	2.7805	x	333	x	8.34	=	7,728
April	3.3799	x	280	x	8.34	=	7,887
May	3.4290	x	274	x	8.34	=	7,832
June	3.0556	x	280	x	8.34	=	7,129
July	5.5819	x	183	x	8.34	=	8,503
August	3.6070	x	244	x	8.34	=	7,352
September	2.9928	x	258	x	8.34	=	6,428
October	2.9132	x	244	x	8.34	=	5,918
November	2.8136	x	292	x	8.34	=	6,844
December	2.6480	x	248	x	8.34	=	5,484

2. Maximum Monthly Design Flow and Design (C)BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	4.9	x	90	=	4.41
		x	100	=	4.9
Design (C)BOD, lbs/day	11350	x	90	=	10215
		x	100	=	11350

2.2 Verify the number of times the flow and (C)BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times (C)BOD was greater than 90% of design	Number of times (C)BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	0	0
June	1	0	0	0	0
July	1	1	1	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		1	1	0	0
Points		2	1	0	0
Total Number of Points					3

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/14/2018 **2017**

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

- ☒ Yes Enter last calibration date (MM/DD/YYYY)

☐ No

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

☒ Yes

☐ No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

☐ Yes

☒ No

If Yes, please explain:

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks Holding Tanks Grease Traps

☒ Yes

☒ Yes

☒ Yes

☐ No

☐ No

☐ No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

☒ Yes

gallons

☐ No

Holding Tanks

☒ Yes

gallons

☐ No

Grease Traps

☐ Yes

gallons

☒ No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

☐ Yes

☒ No

If yes, describe the situation and your community's response.

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/14/2018 2017

☒ Yes

☐ No

If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.

Landfill leachate, cleaning solution waste, industrial waste.

Total Points Generated	
Score (100 - Total Points Generated)	
Section Grade	

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/14/2018 **2017**

Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	4	1	0	0
February	30	27	4	1	0	0
March	30	27	4	1	0	0
April	30	27	3	1	0	0
May	30	27	3	1	0	0
June	30	27	3	1	0	0
July	30	27	3	1	0	0
August	30	27	3	1	0	0
September	30	27	3	1	0	0
October	30	27	4	1	0	0
November	30	27	4	1	0	0
December	30	27	4	1	0	0

* Equals limit if limit is ≤ 10

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
Total number of points			0

0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

• Yes Enter last calibration date (MM/DD/YYYY)

01/06/2017

o No

If No, please explain:

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

None.

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

o Yes

• No

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/14/2018 **2017**

If Yes, please explain:

4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?

- ☐ Yes
- ☒ No

If Yes, please explain:

4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?

- ☐ Yes
- ☐ No
- ☒ N/A

Please explain unless not applicable:

Total Points Generated	
Score (100 - Total Points Generated)	
Section Grade	

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/14/2018 **2017**

Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	6	1	0	0
February	30	27	5	1	0	0
March	30	27	5	1	0	0
April	30	27	4	1	0	0
May	30	27	4	1	0	0
June	30	27	4	1	0	0
July	30	27	5	1	0	0
August	30	27	5	1	0	0
September	30	27	5	1	0	0
October	30	27	6	1	0	0
November	30	27	7	1	0	0
December	30	27	5	1	0	0
* Equals limit if limit is <= 10						
Months of Discharge/yr				12		
Points per each exceedance with 12 months of discharge:					7	3
Exceedances					0	0
Points					0	0
Total Number of Points						0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

0

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/14/2018 2017

Effluent Quality and Plant Performance (Ammonia - NH3)

1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for ammonia

Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceed ance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceed ance
January									
February									
March									
April									
May									
June									
July									
August									
September									
October	13		.143266667	0					
November									
December									
Points per each exceedance of Monthly average:									10
Exceedances, Monthly:									0
Points:									0
Points per each exceedance of weekly average (when there is no monthly average):									2.5
Exceedances, Weekly:									0
Points:									0
Total Number of Points									0

0

NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points.

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:

5/14/2018

2017

Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	0.683	1	0
February	1	0.401	1	0
March	1	0.378	1	0
April	1	0.487	1	0
May	1	0.651	1	0
June	1	0.540	1	0
July	1	0.364	1	0
August	1	0.432	1	0
September	1	0.292	1	0
October	1	0.337	1	0
November	1	0.463	1	0
December	1	0.360	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				0
Total Number of Points				0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

0

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/14/2018 2017

Biosolids Quality and Management

1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

- ☒ Land applied under your permit
☐ Publicly Distributed Exceptional Quality Biosolids
☐ Hauled to another permitted facility
☐ Landfilled
☐ Incinerated
☐ Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

2. Land Application Site

2.1 Last Year's Approved and Active Land Application Sites

2.1.1 How many acres did you have?

741 acres

2.1.2 How many acres did you use?

183 acres

2.2 If you did not have enough acres for your land application needs, what action was taken?

2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?

☐ Yes (30 points)

☒ No

2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?

☒ Yes

☐ No (10 points)

☐ N/A

3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

Outfall No. 004 - Liquid Sludge

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75	3.6			4.3				2.5		5.2				0	0
Cadmium		39	85	1.3			1.8				.99		1.2				0	0
Copper		1500	4300	770			730				630		720				0	0
Lead		300	840	43			36				34		40				0	0
Mercury		17	57	1.2			.66				.92		.62				0	0
Molybdenum	60		75	20			19				14		16			0		0
Nickel	336		420	44			42				39		45			0		0
Selenium	80		100	5.6			3.1				2.6		5.6			0		0
Zinc		2800	7500	900			880				700		840				0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

☒ 0 (0 Points)

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- o 1-2 (10 Points)
- o > 2 (15 Points)
- 3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)
 - o Yes
 - o No (10 points)
 - N/A - Did not exceed limits or no HQ limit applies (0 points)
 - o N/A - Did not land apply biosolids until limit was met (0 points)
- 3.1.3 Number of times any of the metals exceeded the ceiling limits = 0
Exceedence Points
 - 0 (0 Points)
 - o 1 (10 Points)
 - o > 1 (15 Points)
- 3.1.4 Were biosolids land applied which exceeded the ceiling limit?
 - o Yes (20 Points)
 - No (0 Points)
- 3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?

0

4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	004
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2017 - 12/31/2017
Density:	34,554
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	
Process Description:	

Outfall Number:	004
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2017 - 03/31/2017
Density:	34,554
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

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Outfall Number:	004	
Biosolids Class:	B	
Bacteria Type and Limit:	Fecal Coliform	
Sample Dates:	04/01/2017 - 06/30/2017	
Density:	18,658	
Sample Concentration Amount:	CFU/G TS	
Requirement Met:	Yes	
Land Applied:	Yes	
Process:		
Process Description:		
Outfall Number:	004	0
Biosolids Class:	B	
Bacteria Type and Limit:	Fecal Coliform	
Sample Dates:	07/01/2017 - 09/30/2017	
Density:	1,424	
Sample Concentration Amount:	CFU/G TS	
Requirement Met:	Yes	
Land Applied:	Yes	
Process:		
Process Description:		
Outfall Number:	004	
Biosolids Class:	B	
Bacteria Type and Limit:	Fecal Coliform	
Sample Dates:	10/01/2017 - 12/31/2017	
Density:	2,373	
Sample Concentration Amount:	CFU/G TS	
Requirement Met:	Yes	
Land Applied:	Yes	
Process:		
Process Description:		
<p>4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.</p> <p>4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?</p> <p>o Yes (40 Points)</p> <p>● No</p> <p>If yes, what action was taken?</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
<p>5. Vector Attraction Reduction (per outfall):</p> <p>5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.</p>		

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Outfall Number:	004
Method Date:	12/31/2017
Option Used To Satisfy Requirement:	Injection when land apply
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	004
Method Date:	03/31/2017
Option Used To Satisfy Requirement:	Injection when land apply
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	004
Method Date:	06/30/2017
Option Used To Satisfy Requirement:	Injection when land apply
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	004
Method Date:	09/30/2017
Option Used To Satisfy Requirement:	Injection when land apply
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	004
Method Date:	12/31/2017
Option Used To Satisfy Requirement:	Injection when land apply
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	
Results (if applicable):	

5.2 Was the limit exceeded or the process criteria not met at the time of land application?

☐ Yes (40 Points)

☒ No

If yes, what action was taken?

6. Biosolids Storage

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<p>6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?</p> <ul style="list-style-type: none">● <input type="radio"/> >= 180 days (0 Points)○ <input type="radio"/> 150 - 179 days (10 Points)○ <input type="radio"/> 120 - 149 days (20 Points)○ <input type="radio"/> 90 - 119 days (30 Points)○ <input type="radio"/> < 90 days (40 Points)○ <input type="radio"/> N/A (0 Points) <p>6.2 If you checked N/A above, explain why.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	0
<p>7. Issues</p> <p>7.1 Describe any outstanding biosolids issues with treatment, use or overall management:</p> <div style="border: 1px solid black; padding: 5px;">None.</div>	

Total Points Generated	
Score (100 - Total Points Generated)	
Section Grade	

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Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div></div> <p>Could use more help/staff for:</p> <div></div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div></div>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none">● Yes (Continue with question 2)○ No (40 points) <p>If No, please explain, then go to question 3:</p> <div></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none">● Yes○ No (10 points) <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none">● Yes○ Paper file system○ Computer system● Both paper and computer system○ No (10 points)	0
<p>3. O&M Manual</p> <p>3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed?</p> <ul style="list-style-type: none">● Yes○ No	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none">● Excellent○ Very good○ Good○ Fair○ Poor <p>Describe your rating:</p>	

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Preventative maintenance tasks are detailed on Work Orders that are generated on a weekly basis. All plant equipment (pumps, blowers, vehicles, safety equipment, etc.) have tasks which include weekly, bi-weekly, monthly, quarterly, semi-annual and annual maintenance.

Total Points Generated	
Score (100 - Total Points Generated)	
Section Grade	

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Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- ☒ Yes (0 points)
- ☐ No (20 points)

Name:

DONALD T HEFTY

Certification No:

35175

0

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP	OIC		
		Advanced	OIT	Basic	Advanced
A1	Suspended Growth Processes	X			X
A2	Attached Growth Processes	X			X
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural				
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X			X
C	Biological Solids/Sludges	X			X
P	Total Phosphorus	X			X
N	Total Nitrogen				
D	Disinfection	X			X
L	Laboratory	X			
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	NA	NA	NA

0

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS, N and A5 not required in 2016; subclass SS is basic level only.)

- ☒ Yes (0 points)
- ☐ No (20 points)

3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

- ☒ One or more additional certified operators on staff
- ☐ An arrangement with another certified operator
- ☐ An arrangement with another community with a certified operator
- ☐ An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year
- ☐ A consultant to serve as your certified operator
- ☐ None of the above (20 points)

If "None of the above" is selected, please explain:

0

4. Continuing Education Credits

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4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?

OIT and Basic Certification:

- Averaging 6 or more CECs per year.
- Averaging less than 6 CECs per year.

Advanced Certification:

- Averaging 8 or more CECs per year.
- Averaging less than 8 CECs per year.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Financial Management

1. Provider of Financial Information Name: <input type="text" value="Steve DeQuaker, Treasurer"/> Telephone: <input type="text" value="(262) 342-1170"/> (XXX) XXX-XXXX E-Mail Address (optional): <input type="text" value="sdequaker@burlington-wi.gov"/>												
2. Treatment Works Operating Revenues 2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ? <input checked="" type="radio"/> Yes (0 points) <input type="radio"/> No (40 points) If No, please explain: <input type="text"/> 2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: <input type="text" value="2017"/> <input checked="" type="radio"/> 0-2 years ago (0 points) <input type="radio"/> 3 or more years ago (20 points) <input type="radio"/> N/A (private facility) 2.3 Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system? <input checked="" type="radio"/> Yes (0 points) <input type="radio"/> No (40 points)		0										
REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]												
3. Equipment Replacement Funds 3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: <input type="text" value="2017"/> <input checked="" type="radio"/> 1-2 years ago (0 points) <input type="radio"/> 3 or more years ago (20 points) <input type="radio"/> N/A If N/A, please explain: <input type="text"/>												
3.2 Equipment Replacement Fund Activity 3.2.1 Ending Balance Reported on Last Year's CMAR <table><tr><td>\$</td><td><input type="text" value="238,195.78"/></td></tr></table> 3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.) <table><tr><td>+</td><td>\$</td><td><input type="text" value="0.00"/></td></tr></table> 3.2.3 Adjusted January 1st Beginning Balance <table><tr><td>\$</td><td><input type="text" value="238,195.78"/></td></tr></table> 3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.) <table><tr><td>+</td><td>\$</td><td><input type="text" value="5,852.67"/></td></tr></table>		\$	<input type="text" value="238,195.78"/>	+	\$	<input type="text" value="0.00"/>	\$	<input type="text" value="238,195.78"/>	+	\$	<input type="text" value="5,852.67"/>	
\$	<input type="text" value="238,195.78"/>											
+	\$	<input type="text" value="0.00"/>										
\$	<input type="text" value="238,195.78"/>											
+	\$	<input type="text" value="5,852.67"/>										

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) -

\$ 14,252.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 229,796.45

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

Scum pump station grinder pumps replacement.
Final scum pump replacement.

3.3 What amount should be in your Replacement Fund? \$ 205,000.00

0

Please note: If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

☒ Yes

☐ No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

☒ Yes - If Yes, please provide major project information, if not already listed below.

☐ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Phosphorus reduction project.	50000	2020
2	Phosphorus Treatment Compliance Schedule.	5000000	2024

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations: 9

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	42,539	909
February	41,372	913
March	40,450	903
April	44,907	296
May	44,502	88
June	40,759	0
July	89,364	32
August	47,813	0
September	44,280	1
October	36,402	0
November	38,184	362
December	44,292	818
Total	554,864	4,322
Average	46,239	480

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☐ Comminution or Screening
- ☒ Extended Shaft Pumps
- ☒ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☒ SCADA System
- ☒ Self-Priming Pumps
- ☒ Submersible Pumps
- ☒ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

- ☒ No
- ☐ Yes

Year:

By Whom:

Describe and Comment:

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6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

LED lighting; possible addition of VFD's.

7. Treatment Facility

7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/ Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/ Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	174,442	82.44	2,116	187.74	929	6,672
February	150,557	73.68	2,043	183.15	822	6,789
March	138,374	86.20	1,605	239.57	578	7,254
April	176,235	101.40	1,738	236.61	745	4,909
May	129,203	106.30	1,215	242.79	532	3,989
June	163,006	91.67	1,778	213.87	762	1,224
July	161,612	173.04	934	263.59	613	1,857
August	163,908	111.82	1,466	227.91	719	1,043
September	172,747	89.78	1,924	192.84	896	913
October	137,365	90.31	1,521	183.46	749	1,457
November	166,525	84.41	1,973	205.32	811	5,977
December	146,155	82.09	1,780	170.00	860	10,136
Total	1,880,129	1,173.14		2,546.85		52,220
Average	156,677	97.76	1,674	212.24	751	4,352

7.1.2 Comments:

7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- ☐ Aerobic Digestion
- ☒ Anaerobic Digestion
- ☐ Biological Phosphorus Removal
- ☒ Coarse Bubble Diffusers
- ☒ Dissolved O2 Monitoring and Aeration Control
- ☐ Effluent Pumping
- ☒ Fine Bubble Diffusers
- ☐ Influent Pumping
- ☒ Mechanical Sludge Processing
- ☒ Nitrification
- ☒ SCADA System
- ☒ UV Disinfection
- ☒ Variable Speed Drives
- ☐ Other:

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7.2.2 Comments:

7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

LED lighting.

8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

☐ No

☒ Yes

If Yes, how is the biogas used (Check all that apply):

☒ Flared Off

☒ Building Heat

☒ Process Heat

☐ Generate Electricity

☐ Other:

9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

☐ No

☒ Yes

☒ Entire facility

Year:

2015

By Whom:

Honeywell

Describe and Comment:

Energy efficient lighting installed in all buildings and exteriors.

☐ Part of the facility

Year:

By Whom:

Describe and Comment:

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Total Points Generated	
Score (100 - Total Points Generated)	
Section Grade	

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Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

☒ Yes

☐ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

☒ Yes

☐ No (30 points)

☐ N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Televis 10% of the collection system; Safety procedures reviewed and updated; repair major I & I areas.

Did you accomplish them?

☒ Yes

☐ No

If No, explain:

☒ Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

☒ Organizational structure and positions (eg. organizational chart and position descriptions)

☒ Internal and external lines of communication responsibilities

☒ Person(s) responsible for reporting overflow events to the department and the public

☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Sewer Use Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 09/15/1998

Does your sewer use ordinance or other legally binding document address the following:

☒ Private property inflow and infiltration

☒ New sewer and building sewer design, construction, installation, testing and inspection

☐ Rehabilitated sewer and lift station installation, testing and inspection

☒ Sewage flows satellite system and large private users are monitored and controlled, as necessary

☒ Fat, oil and grease control

☒ Enforcement procedures for sewer use non-compliance

☒ Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

☒ Equipment and replacement part inventories

☒ Up-to-date sewer system map

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- ☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
 - ☒ A description of routine operation and maintenance activities (see question 2 below)
 - ☒ Capacity assessment program
 - ☒ Basement back assessment and correction
 - ☒ Regular O&M training
 - ☒ Design and Performance Provisions [NR 210.23 (4) (e)]
- What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?
- ☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
 - ☒ Construction, Inspection, and Testing
 - ☐ Others:

- ☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)]
- Does your emergency response capability include:
- ☒ Responsible personnel communication procedures
 - ☒ Response order, timing and clean-up
 - ☒ Public notification protocols
 - ☒ Training
 - ☒ Emergency operation protocols and implementation procedures
 - ☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]
 - ☒ Special Studies Last Year (check only those that apply):
 - ☒ Infiltration/Inflow (I/I) Analysis
 - ☐ Sewer System Evaluation Survey (SSES)
 - ☒ Sewer Evaluation and Capacity Management Plan (SECAP)
 - ☒ Lift Station Evaluation Report
 - ☐ Others:

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	<input type="text" value="11.7"/>	% of system/year
Root removal	<input type="text" value="1"/>	% of system/year
Flow monitoring	<input type="text" value="1"/>	% of system/year
Smoke testing	<input type="text" value="0"/>	% of system/year
Sewer line televising	<input type="text" value="10.3"/>	% of system/year
Manhole inspections	<input type="text" value="13.5"/>	% of system/year
Lift station O&M	<input type="text" value="52"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value="1"/>	% of manholes rehabbed
Mainline rehabilitation	<input type="text" value="1"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value="0"/>	% of system/year

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Private sewer I/I removal % of private services

River or water crossings % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

Of the 15 collection system complaints (call-outs), 14 were of resident's reporting water at floor drains. Resident's are encouraged to contact the City to investigate the City's main sewer line to check for proper flow prior to calling a plumber for back up issues. One complaint resulted in a back up due to blockage in the City's main - a pipe had shifted down at MH163.

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

<input type="text" value="44.858"/>	Total actual amount of precipitation last year in inches
<input type="text" value="33.79"/>	Annual average precipitation (for your location)
<input type="text" value="57.66"/>	Miles of sanitary sewer
<input type="text" value="9"/>	Number of lift stations
<input type="text" value="1"/>	Number of lift station failures
<input type="text" value="1"/>	Number of sewer pipe failures
<input type="text" value="1"/>	Number of basement backup occurrences
<input type="text" value="15"/>	Number of complaints
<input type="text" value="3.207"/>	Average daily flow in MGD (if available)
<input type="text" value="11.07"/>	Peak monthly flow in MGD (if available)
<input type="text"/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="0.11"/>	Lift station failures (failures/year)
<input type="text" value="0.02"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.05"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.02"/>	Basement backups (number/sewer mile)
<input type="text" value="0.26"/>	Complaints (number/sewer mile)
<input type="text" value="3.5"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text" value="0.0"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OFERFLOWS REPORTED **

	Date	Location	Cause	Estimated Volume (MG)
0	7/13/2017 7:00:00 AM - 7/13/2017 11:00:00 AM	MH #390, E. State Street at McCanna Parkway, Burlington, WI 53105	Rain	0.18 - 0.18
1	7/12/2017 11:00:00 AM - 7/12/2017 10:00:00 PM	Bohner's Lake Liftstation, 2940 S. Pine St., Burlington, WI	Rain	0.3840 - 0.3840
2	7/12/2017 11:35:00 AM - 7/16/2017 11:30:00 AM	MH #861, 640 S. Pine St., Burlington, WI 53105		16.20 - 16.20

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/14/2018 2017

What actions were taken, or are underway, to reduce or eliminate SSO or TFO occurrences in the future?

SSO occurrence due to Natural Disaster (flooding), no infrastructure failures.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

If Yes, please describe:

Due to July flooding.

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- Yes
- No

If Yes, please describe:

Due to July flooding.

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

Higher rainfall totals.

5.4 What is being done to address infiltration/inflow in your collection system?

Continuous monitoring and inspection of problem areas.

Total Points Generated	-
Score (100 - Total Points Generated)	-
Section Grade	-

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/17/2018 2017

Resolution or Owner's Statement

Name of Governing
Body or Owner:

Date of Resolution or
Action Taken:

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade = A

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Ammonia: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

Three SSO's were reported due to heavy flooding in July, 2017.

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00



COMMITTEE OF THE WHOLE

ITEM NUMBER 6B

DATE: June 19, 2018

SUBJECT: **RESOLUTION 4908(10)** - Approval of Change Order Number One with All-Ways Contractors for the Lewis Street Wall Project for an increase of the contract in the amount of \$15,229.

SUBMITTED BY: Peter Riggs, Director of Public Works

BACKGROUND/HISTORY:

A conflict was identified on April 26, 2018 with a buried AT&T utility in the public right-of-way on the west side of the site for the Lewis Street Wall project. On May 8, 2018, City staff, City Engineers from Kapur and Associates, All-Ways Contractors, and staff from AT&T met on site to discuss how to resolve the conflict in the most timely and economical manner. All-Ways Contractors provided a cost of \$15,229 to perform additional work to resolve the utility conflict. AT&T, as the owner of the utility, is responsible for relocating their utilities in the event of a conflict with a public project. AT&T agreed that the proposed construction solution was the most timely and economical solution. Construction to remove the conflict began May 14, 2018. AT&T has also agreed to reimburse the City relocation costs instead of performing the relocation work themselves.

Change Order Number One provides for payment to be made to All-Ways Contractors for the performance of the work required to resolve the conflict with the AT&T utility. AT&T will reimburse the City for this expense.

In the near future Change Order Number Two will be submitted to the Common Council for approval regarding additional work that was required to remove the existing wall and footing on the east side of the project site. The depth and size of the existing footing was unknown prior to demolition and necessitated removal of additional quantities of material, removal and replacement of unplanned for quantities of curb and asphalt, and additional quantities of base material. Change Order #2 is not related to the AT&T utility relocation.

BUDGET/FISCAL IMPACT:

Change Order #1 increases the project cost by \$15,229. However, AT&T is responsible for the costs of relocation of their utilities in the right-of-way and has agreed to reimburse the City for this expense. There will be no change to the total project cost due to this change order.

RECOMMENDATION:

Staff recommends that the Common Council approve the Lewis Street Wall Project Change Order #1 in the amount of \$15,229.

TIMING/IMPLEMENTATION:

This item has been scheduled for discussion at the June 19, 2018 Committee of the Whole meeting. This item is scheduled for final consideration that same evening at the Common Council meeting. The accelerated schedule is necessary to avoid delays in payment that would result from the cancellation of the July 3, 2018 meeting of the Common Council. Staff feels this accelerated timeline is appropriate as AT&T has agreed to reimburse the City for this expense.

Attachments

Lewis Street Wall Change Order #1
RES 4908(10)

MEMORANDUM TO THE CITY OF BURLINGTON

To: Peter Riggs
Cc: Carina Walters, Greg Governatori
From: Mike Timmers *MGT*
Date: May 31, 2018
Re: Lewis Street Wall
Contract Change Order request #1 for All-Ways Contractors, Inc

Attached please find a copy of Contract Change Order #1 and Justification of Price for the **Lewis Street Wall** construction project.

As previously discussed, this Change Order is due to an existing AT&T cable that conflicts with the planned work, including the removal of the wall footing and the placement of the proposed sidewalk. AT&T has agreed to pay for the entirety of this change order. The cost is to be paid through the City of Burlington Lewis Street Wall contract, and the City of Burlington will then be reimbursed by AT&T.

Let me know if you have any questions or comments!

Thank you!

CONTRACT CHANGE ORDER

Change Order: #1

Date: May 31, 2018

Name of Project: Lewis Street Wall

OWNER: City of Burlington

CONTRACTOR: All-Ways Contractors, Inc.

ENGINEER: Kapur & Associates, Inc.

The following changes are hereby made to the Contract Documents: **See attached documentation.**

Justification: (See attached)

Change to CONTRACT PRICE- \$ 15,229.00

Original CONTRACT PRICE - \$ 257,975.00

Current CONTRACT PRICE adjusted by previous CHANGE ORDER - \$

The CONTRACT PRICE due to this CHANGE ORDER will be
increased (~~decreased~~) by - \$ 15,229.00

The new CONTRACT PRICE including this CHANGE ORDER will be - \$ 273,204.00

Change to CONTRACT TIME:

The CONTRACT TIME will be (increased) (~~decreased~~) by 0 calendar days.

The date for completion of work will be Substantial (Date).

 Final (Date)

The CONTRACTOR and OWNER hereby agree that the compensation to the CONTRACTOR effected hereby constitutes full settlement of the claims of the CONTRACTOR under this contract arising out of or incident to the changes effected hereby.

This document will become a supplement to the contract and all provisions will apply hereto.

Recommended by the ENGINEER: Date

Name: Mike Timmers

Title: Project Manager

Accepted by the CONTRACTOR: Date

Name: Scott Batchelor

Title: Project Manager

Approved by the OWNER: Date

Name: Mayor Jeannie Hefty

Title: Mayor, City of Burlington

LEWIS STREET WALL

Justification of Price for Contract Change Order #1

General Description of Change Order #1: This Change Order is due to an existing AT&T cable that conflicts with the planned work, including the removal of the wall footing and the placement of the proposed sidewalk. AT&T has agreed to pay for the entirety of this change order. The cost is to be paid through the City of Burlington Lewis Street Wall contract, and the City of Burlington will then be reimbursed by AT&T.

Item #1.01, Sawing Existing Wall:

A. **Description:** Sawing the existing concrete retaining wall, from approximately James Street to the southwest end of the wall, at the elevation just above the existing concrete footing. This work includes excavating & exposing each side of the existing wall, cautiously exposing & protecting the existing AT&T cable, preparing the area to be sawcut, placing a temporary rail on the wall for the saw to be mounted, and sawing the wall at the elevation of the existing wall footing. The purpose of this work is to avoid relocating the existing AT&T cable that is in a location below the existing sidewalk and above the existing footing – which makes removing the footing difficult.

B. **Method of Measurement:** The *Sawing Existing Wall* item shall be measured as a lump sum item for work completed in accordance with the contract.

C. **Basis of Payment:** The work under this item, measured as provided above, will be paid for at the contract unit price as stated in the below attached table, which price shall be full compensation for all work herein specified and for all labor, materials, necessary safety devices, and equipment; and for cleanup and incidentals necessary to complete the Work in accordance with the Contract and all specifications that apply.

Item #1.02, Expose & Lower AT&T Line – at the Direction of AT&T:

A. **Description:** Cautiously excavating for and exposing the existing AT&T cable that is located near the wall excavation that is at a depth too high to complete the planned work. The existing cable elevation conflicts with the proposed sidewalk elevation; thus, the cable needs to be lowered, at the direction of AT&T. This work includes excavating & exposing the existing cable, protecting this cable during excavation of the wall, placing this cable at a lower depth, per AT&T direction, and covering the cable properly at its finished elevation. The purpose of this work is to avoid relocating the existing AT&T cable that is in a location that conflicts with the proposed sidewalk.

B. **Method of Measurement:** The *Expose & Lower AT&T Line – at the Direction of AT&T* item shall be measured as a lump sum item for work completed in accordance with the contract.

C. **Basis of Payment:** The work under this item, measured as provided above, will be paid for at the contract unit price as stated in the below attached table, which price shall be full compensation for all work herein specified and for all labor, materials, necessary safety devices, and equipment; and for cleanup and incidentals necessary to complete the Work in accordance with the Contract and all specifications that apply.

The following is a summary spreadsheet for the items described above:

CONTRACT CHANGE ORDER # 1

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1.01	Sawing Existing Wall	1.00	LS	13,629.00	13,629.00
1.02	Expose & Lower AT&T Line – at the Direction of AT&T	1.00	LS	1,600.00	1,600.00
TOTAL					\$15,229.00

Resolution No. 4908(10)
Introduced by: Committee of the Whole

**A RESOLUTION APPROVING CONTRACT CHANGE ORDER NUMBER ONE
WITH ALL-WAYS CONTRACTORS FOR THE LEWIS STREET WALL PROJECT
FOR AN INCREASE IN THE CONTRACT IN THE AMOUNT OF \$15,229**

WHEREAS, Resolution 4893(51) approved the award of the bid to All-Ways Contractors for the Lewis Street Wall Project for the Lump Sum Bid of \$257,975; and,

WHEREAS, the City of Burlington entered into a contract with All-Ways Contractors for said improvements; and,

WHEREAS, during the course of work it was determined that a change was necessary to resolve a conflict with an AT&T utility line in the project site; and,

WHEREAS, AT&T has agreed to reimburse the City of Burlington for all costs incurred to relocate their utility; and,

WHEREAS, said Change Order Number One for an amount of \$15,229.00 has been recommended for approval by the City Engineer and the Director of Public Works; and,

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington that Change Order Number One is hereby approved for an increase in the amount of \$15,229.00.

BE IT FURTHER RESOLVED that the City Administrator is hereby authorized and directed to execute Change Order Number One on behalf of the City.

Introduced: June 19, 2018
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahn Halbach, City Clerk



COMMITTEE OF THE WHOLE

ITEM NUMBER 6C

DATE: June 19, 2018

SUBJECT: **RESOLUTION 4909(11)** - Approval of repairs to three (3) sanitary sewer lift stations in the amount of \$16,691.54.

SUBMITTED BY: Peter Riggs, Director of Public Works

BACKGROUND/HISTORY:

The Wastewater Utility is responsible for the continuous operation and maintenance of nine sanitary sewer lift stations in the sanitary sewer collection system. Lift stations provide a critical function by connecting gravity driven sections of sewer of varying depths. A lift station works by pumping wastewater from a lower elevation to a higher elevation. Once at a higher elevation the wastewater can continue on its path through the gravity mains of the collection system to the wastewater treatment plant. If a lift station fails to operate it can result in back ups and surcharging of the sanitary sewer system.

As part of routine operations, the Wastewater Utility performs maintenance on pumps and other lift station components. The following is a list of repairs that have been planned as part of the 2018 lift station maintenance program.

- Hwy 83/Bohner's Lake LS: pump #1 repairs
- Tuet Road LS: pump #1 repairs
- Shiloh Hills LS: guide rail replacement

Wastewater Utility staff solicited quotes from four (4) service providers: LW Allen, Sable Mechanical, Xylem, and Flow Technics; and received two quotes to perform the repair. Xylem and Flow Technics did not provide a quote. It would have been ideal to have a third quote and this was the intention of staff when they contacted multiple providers. It is unknown why some providers did not respond to our pricing request. We will continue to seek out service providers interested in similar work in the future.

Of the quotes received, L.W. Allen was the low cost option at \$16,691.54. Sabel Mechanical was the other provider with a quote of \$16,938.00. Both providers are qualified, so it is recommended to proceed with the lower cost option provided by L.W. Allen. Staff feels the L.W. Allen quote is competitive based on previous similar work performed.

BUDGET/FISCAL IMPACT:

This project will be paid by operating funds included and approved in the 2018 Budget for the Wastewater Utility.

RECOMMENDATION:

Staff recommends that the Common Council approve the repairs to the sanitary sewer lifts stations.

TIMING/IMPLEMENTATION:

This item is scheduled for discussion at the June 19, 2018 Committee of the Whole meeting and due to timing and the cancellation of the July 3, 2018 meetings, is scheduled for final consideration at the same evening Common Council meeting.

Attachments

RES 4909(11)

Lift Station Quote - LW Allen

Lift Station Quote - Sabel Mechanical

RESOLUTION NO. 4909(11)
Introduced by: Committee of the Whole

**A RESOLUTION APPROVING THE REPAIRS TO THREE (3) SANITARY SEWER LIFT
STATIONS IN THE AMOUNT OF \$16,691.54**

WHEREAS, the City of Burlington Wastewater Utility is responsible for the effective conveyance of wastewater through the sanitary sewer collection system, including the operation of nine sanitary sewer lift stations; and,

WHEREAS, three (3) of the City's sanitary sewer lift stations are in need of various repairs to ensure reliable operability; and,

WHEREAS, the Wastewater Utility received two quotes to perform the work after soliciting quotes from multiple service providers; and,

WHEREAS, the Director of Public Works has reviewed the quotes and recommends acceptance of the lowest cost option, supplied by L.W. Allen, Inc. in the amount of \$16,691.54; and,

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington that the repairs of the aforementioned lift stations in the amount of \$16,691.54 is hereby approved.

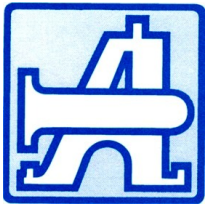
Introduced: June 19, 2018
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahn Halbach, City Clerk

PROPOSAL



L.W. ALLEN, INC.

A Full Service Distributor

PUMPS – CONTROLS – REPAIR CENTER

4633 Tompkins Drive - Madison, WI 53716

Phone 608.222.8622

Fax 608.222.9414

Burlington DPW
6551 S. Pine St.
Burlington, WI 53105

Attn: Donny

PROPOSAL ID: 052018RB

REFERENCE: Lift Stations

LOCATION: Collection System

BID DATE: May 14, 2018

FREIGHT IS F.O.B. ORIGIN

☐ ALLOWED ☐ PREPAID & ADD ☒ COLLECT

TERMS: NET-30 DAYS PER ATTACHED TERMS AND CONDITIONS

PRICES DO NOT INCLUDE SALES OR USE TAXES

ITEM	QUAN	DESCRIPTION	TOTAL PRICE
		L.W. Allen is pleased to provide a quotation for the following equipment and services.	
A	1	<p>HWY 83 and Bohner Rd. Lift Station</p> <p>Furnish and Install One (1) of the following for a Fairbanks Morse Pump : Frontheads, SST wear rings, Impeller wear rings and lower seals.</p> <p style="text-align: right;">Total Investment</p>	\$ 10,559.70
B	1	<p>Teut Rd. Lift Station</p> <p>Furnish One (1) sets Fairbanks Morse Impeller and fronthead stainless steel wear rings. Furnish and Install One (1) Lower Seal.</p> <p style="text-align: right;">Total Investment</p>	\$3,156.84
A	1	<p>Shilo Road Lift Station</p> <p>Furnish and Install Two (2) Stainless Steel size 2" guide rails.</p> <p style="text-align: right;">Total Investment</p>	\$ 2,975.00

ACCEPTED THIS ____ DAY OF _____, 20____

PRICE FIRM FOR **30** DAYS

SUBMITTED THIS:

May 14, 2018

NAME OF PURCHASER

BY: _____

L.W. ALLEN, INC.-BY:

NAME & TITLE

Rick Bartelt

Terms and Conditions

Controlling Provisions: These terms and conditions shall supersede any provisions, terms, and conditions contained on any purchase order or other written form Buyer may use or provide (whether received by Seller prior or subsequent to date hereof), and the rights of the parties shall be governed exclusively by the provisions, terms, and conditions hereof.

Quotations and Acceptance: Acceptance of a quotation, whether by a separate purchase order or by other means, shall constitute an acknowledgment and approval of the quotation as written and an acceptance of the Terms and Conditions hereof. Written quotations shall expire on the date specified in the quotation or, in the absence of such specification, thirty calendar days from the date issued. Seller may, by written notice, terminate a quotation at any time prior to acceptance. Any purchase order received after expiration of a quotation, which Seller honors, shall be subject to all of the Terms and Conditions hereof.

Submittal Drawings: Submittal of drawings for approval, if required, will be made after receipt of complete information from buyer. The quantity of the submittal drawings will be as specified in the contract documents. Additional sets will be supplied at \$150.00 per set. Return to Seller of one (1), final approved drawing constitutes notice to Seller to proceed with manufacturer. If this order is conditioned upon "engineer approval" Seller requires written notification from buyer in the form of approved submittal data.

Force Majeure: Seller shall not be liable for failure to deliver or perform, for any delay in the performance of orders or contracts, or in the delivery of shipment of goods, or for any damages suffered by the buyer due to such delay or failure, when the delay or failure is, directly or indirectly, caused by or arises from delays of suppliers or carriers or any other cause beyond Seller's control.

Prices and Taxes: All prices are F.O.B. factory unless expressly stated otherwise. Prices do not include sales, excise, municipal, state or other governmental taxes. Buyer shall be responsible for all taxes.

Credit Approval: The credit terms specified on the face hereof are subject to Seller's continuing approval of Buyer's credit. Seller may withdraw the extension of credit and require modified payment terms if, in Seller's sole judgment, Buyer's credit or financial standing is impaired to the point where Seller in good faith deems itself insecure.

Delivery: Unless otherwise specified in this quotation, delivery will be F.O.B. Seller's point of shipment. Buyer will accept delivery within twenty (20) days after Seller notifies Buyer that the equipment is ready for shipment. If Buyer does not furnish exact shipping instructions within ten (10) days after acceptance of this proposal, Seller will select, at its discretion, the means and terms of shipment. Seller will not be liable for any loss resulting from such selection. The time of delivery is an estimate only, and Seller may change such time if it does not receive the information and approvals necessary to proceed with the manufacture of equipment.

Title, Risk of Loss, Inspection of Equipment: Title and risk of loss to the equipment shall pass to Buyer upon delivery of the equipment to the carrier. Buyer shall immediately inspect equipment upon receipt and any damage must be noted on the carrier's bill of lading at time of receipt. Seller is not liable for any shortages or nonconformance unless notified by Buyer within 10 days of Buyer's receipt of the equipment. Buyer will make all claims for loss or damage in transit against the carrier.

Changes, Cancellations, Returns: All changes, cancellations, or returns must have Seller's prior written approval and are conditional on compliance with manufacturer's cancellation/return policies and subject to restocking fees and service charges. Authorized returned equipment must be packaged and shipped prepaid to manufacturer.

Payment: Unless the Seller extends alternative credit terms, 90% of the total purchase price is due net 30 days after delivery of equipment (but in all cases prior to field service start-up, if earlier) and the remaining 10% is due upon start-up of equipment by Seller's field technician, but in no event more than 90 days after shipment of equipment. Any balance owed by Buyer after the due date is subject to a 1.5% per month delinquency charge until paid. **FIELD START-UP SERVICE CANNOT BE AUTHORIZED WITHOUT RECEIPT OF PAYMENT IN THE AMOUNT OF 90% OF THE TOTAL PURCHASE PRICE.** If no start-up is required, 100% payment is due net 30 days from invoice date. **BUYER'S PAYMENT OBLIGATION IS IN NO WAY CONTINGENT UPON BUYER'S RECEIPT OF PAYMENT FROM ANY OTHER PARTY.**

Indemnification and Default: In addition to all other amounts due hereunder, buyer shall reimburse Seller in full for all collection costs or changes, including reasonable attorney fees, which Seller may incur in the collection of past due amounts from buyer, including interest on overdue accounts. If buyer is in default under this or any other agreement with Seller, Seller may defer performance hereunder until such default is cured. Seller shall have no obligation to provide factory startup assistance and/or factory training until all invoices (including retentions) for equipment have been paid in full.

Security Interest: Seller shall retain a security interest in the equipment until the full purchase price has been paid. Buyer's failure to pay any amounts due shall give Seller the right to possession and removal of the equipment after providing ten (10) days written notice. Seller's taking of such possession shall be without prejudice to any other remedies Seller may have.

Warranty and Liability: Buyer shall have such warranty rights, and only such warranty rights, as may be extended by the manufacturer of the product. The terms and conditions of any such warranty rights are set forth in the Manufacturer's Operation/Maintenance Manual which accompanies each product. Seller does not otherwise offer any guaranty or warranty for the product. Seller disclaims any and all warranties; express or implied, including the warranties of merchantability and fitness, except as may be set forth in the terms and conditions of sale in this Agreement or in any express written warranty which seller may have otherwise extended to Buyer for the product.

Seller shall not be liable for any damages, charges for labor, or expense in making repairs or adjustments to the product without prior written approval of Seller. Seller shall not be liable for any damages or charges sustained in the adaptation or use of its engineering data or service by Buyer or any third party. Seller shall not be liable for startup or any other field work performed by personnel other than authorized representatives of Seller unless expressly approved in writing in advance by Seller. Seller shall in no event be liable for any consequential, incidental or liquidated damages or penalties. Seller's liability under this Agreement shall in no event exceed the lesser of: (i) the cost of remediating any defect or deficiency in the performance of Seller hereunder; or (ii) the purchase price of the product in respect of which the claim is made.

Operation/Maintenance Manuals: Buyer's installation, maintenance and operation manuals will be furnished in the number of copies specified at the time of quotation in contract documents. If none specified, one will be provided at no added cost, with additional copies at \$150.00 each.

Angela Hansen

From: Doug Sabel <doug@sabelmechanical.com>
Sent: Thursday, May 24, 2018 10:49 AM
To: Don Hefty
Subject: Re[2]: City of Burlington Lift Station Repairs

Donny here is the cost per line item

Hwy 83 \$ 10,899.00
Tuet road \$ 3,499.00
Shiloh Hills \$ 2,540.00

Thanks Doug

----- Original Message -----

From: "Doug Sabel" <doug@sabelmechanical.com>
To: dhefty@burlington-wi.gov
Sent: 5/21/2018 6:12:50 AM
Subject: Re: City of Burlington Lift Station Repairs

Thanks for the to assist in your needs I'll have a quote to you.

Thanks Doug

----- Original Message -----

From: dhefty@burlington-wi.gov
To: doug@sabelmechanical.com
Sent: 5/18/2018 10:15:42 AM
Subject: City of Burlington Lift Station Repairs

Doug,

I hope this email finds you doing well. I am looking for a quote on some needed repairs at 3 of our lift stations. Here is the breakdown:

Hwy 83 pump station

-Fairbanks Morse Pump Serial #K4D1-076699-1

-Needs Fronthead, wear rings and lower seal

Tuet Road pump station

-Fairbanks Morse Pump Serial#K4H1-080593-0

-Needs wear rings and lower seal

Shiloh Hills pump station

-Replace 2" galvanized guide rails with new stainless steel guide rails, rails shall be no longer than 20' in length

Thank you in advance and I look forward to hearing from you.

Donny Hefty, Utility Foreman

City of Burlington Wastewater

2100 South Pine Street

Burlington, WI 53105

Ph. (262) 539-3646
Fax: (262) 539-3648
Direct: (262) 971-2907
Cell: (262) 206-6246
Email: dhefty@burlington-wi.gov

Sabel Mechanical LLC

W3150 County Rd H
Fond du Lac, WI 54937

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COMMITTEE OF THE WHOLE

ITEM NUMBER 7A

DATE: June 19, 2018

SUBJECT: **ORDINANCE 2036(2)** - to create a new Section 254-2.1 of the Municipal Code regarding "Mobile Food Vendors".

SUBMITTED BY: Megan Watkins, Director of Administrative Services

BACKGROUND/HISTORY:

On May 15, 2018, the Council was presented a draft ordinance proposing to add a new Chapter in the Municipal Code entitled, "Mobile Food Vendors", to address regulations and permitting in order to maintain the health, safety and welfare of our residents and visitors. Based on feedback from the Council, as well as local business owners, the following three options are being provided for recommendation from the Council.

Option 1

Approve/deny the ordinance as presented on May 15 and included in this packet. This ordinance seeks to set guidelines for mobile food vendors to protect not only patrons of the vendors, but the vendors themselves. Some key regulations drafted in this ordinance include:

- Vendors must have a background check
- Vendors must be fully licensed by the State and display license
- An inspection by the Health Department is required
- An inspection by the Fire Department is required
- Location requirements and patron access points must be defined
- Without written consent from the business owner, vendors must stay at least 100 feet from a restaurant or bar/tavern that sells prepared food
- Hours of business regulated
- Must pay an annual fee (January 1 – December 31) of \$50 – This fee will be re-evaluated during the next official fee schedule update.

Option 2

Approve/deny the ordinance as drafted; however, incorporating set locations in the city food vendors can park. For your convenience, a map showing the potential parking locations has been added to this packet. Areas identified could include the following locations:

Possible Downtown Locations

- N. Kane between the alley and Washington St.
- Six parking stalls on the north side of Washington at the Perkins/Washington intersection
- Dodge St between Madison and E. State St.
- N. Perkins between Jefferson and Washington St.
- 50 feet of parking stalls on Washington at the Perkins/Washington intersection

Possible Industrial Park Locations

- Burlington Industrial Park - Industrial Drive (south side of road) from Brookview to Krift
- BMOP – Cul-de-sac at the end of Blackhawk Drive

Possible Park Locations

- Echo Park parking lot
- Riverview Park off-street parking spaces

Option 3

Keep current practice. Currently, the City allows food carts such as hot dog carts, but does not allow food trucks to operate in the city unless they: 1) are on private property and have a conditional use permit, or 2) are part of a special event that is approved by the Council.

BUDGET/FISCAL IMPACT:

An annual Mobile Food Vendor Permit of \$50 will be charged to all applicants. This fee is based on the current rate charged for direct sellers and food cart permits. The Mobile Food Vendor Permit fee will be analyzed with the annual Fee Schedule review to determine if the dollar amount charged is sufficient.

RECOMMENDATION:

Staff recommends the Council consider either Option 2, amending the ordinance to set specific perimeters where food trucks can locate their vehicle in the city, or Option 3, allowing food trucks to conduct business in Burlington only as a special event.

TIMING/IMPLEMENTATION:

This item is scheduled for discussion at the June 16, 2018 Committee of the Whole meeting.

Attachments

Ordinance 2036(2)

Option 1

Option 2

Option 3

**ORDINANCE TO CREATE A NEW SECTION 254-2.1
OF THE MUNICIPAL CODE REGARDING "MOBILE FOOD VENDORS"**

The City Common Council of the City of Burlington, Wisconsin, do ordain as follows:

Section 1. Section 254-2.1 of the City of Burlington Code of Municipal Ordinances, entitled "Mobile Food Vendors", is hereby adopted:

Chapter 254

SALES

Chapter 254-2.1. Mobile Food Vendors

Definitions. As used in this article, the following terms shall have the meanings indicated:

MOBILE FOOD VEHICLE

A motorized vehicle (hereinafter referred to as a "food truck" and/or "mobile food vehicle") which may temporarily park in an area designated by this Chapter and engage in the service, sale, or distribution of ready-to-eat food for individual portion service to the general public directly from the vehicle upon issuance of a Vendor Vehicle Permit by the City Clerk and conformance with the regulations established by this Chapter.

MOBILE FOOD VEHICLE VENDOR

The registered owner of a mobile food vehicle or the owner's agent or employee are referred to in this Article as "Vendor."

PUSHCART

A wheeled cart, specifically designed and used for keeping, storing, or warming food or beverage for sale by a mobile food vehicle vendor, which may be moved by one person without the assistance of a motor.

A. Permit required.

1. It shall be unlawful for any person to do any of the following within a public right-of-way or on public property in the City of Burlington without first having obtained a valid Vendor Vehicle Permit as prescribed in this article:
 - (a) Operate a mobile food vehicle or pushcart;
 - (b) Serve, sell, or distribute food from a mobile food vehicle or pushcart;
 - (c) Cook, wrap, package, process, or portion food in a mobile food vehicle or pushcart for service, sale, or distribution.

B. Permit application; regulation.

1. Any person desiring to operate a mobile food vehicle or pushcart will make written application for a Vendor Vehicle Permit to the City Clerk's office. The application for such permit shall be on forms provided by the City Clerk's office and will include all of the following:

- (a) The name, signature, and address of each applicant and of each member or officer of a corporate applicant.
 - (b) A description, including make, model, Vehicle Identification Number (VIN), and license plate, of the mobile food vehicle.
 - (c) A valid copy of all necessary licenses, permits or certificates required by the County of Racine, the State of Wisconsin, or any subsidiary enforcement agencies or departments thereof, including but not limited to valid proof of registration for the vehicle and driver's licenses for all operators.
 - (d) Any additional information deemed necessary by the City Clerk to determine if issuance of a mobile food vending permit to a particular applicant would be in the best interest of the public.
2. Upon receipt of an application for a Vendor Vehicle Permit, the clerk may conduct a background check and may refer to the Chief of Police or his or her designee who may make and complete an investigation of the statements made in such registration. Any such investigation will be completed as soon as practicable. The City Clerk may refuse to register the applicant if any of the following is determined:
- (a) The application contains any material omission or materially inaccurate statement;
 - (b) The applicant is not eligible to have the Vendor Vehicle Permit under the provisions of Section 111.321 et seq. of the Wisconsin Statutes, or any other applicable statute(s);
3. The applicant failed to comply with any requirement of § 254-2.1B.
- (a) Each Vendor Vehicle Permit will expire on January 1 of each year.
 - (b) A Vendor Vehicle Permit is not transferable from person to person.
 - (c) A Vendor Vehicle Permit is valid for one vehicle only and is not transferable. A separate permit shall be obtained for each vehicle used by the mobile food vehicle vendor.
 - (d) The Vendor Vehicle Permit will be permanently and prominently affixed to the mobile food vehicle.
 - (e) Permit fee, late fee and renewal fees shall be paid in accordance with the fee schedule set by resolution of the City Council.
4. A permit issued under this section shall be valid for a period of one (1) year, unless suspended or revoked for cause, and shall not be assignable or transferable.

C. Regulations

1. No person shall park, stop, or operate a mobile food vehicle or pushcart, nor shall any Vendor Vehicle Permit any person to park, stop or operate a mobile food vehicle or pushcart in a location adjacent to or within a one-hundred-foot radius of the nearest edge of any building or section of a building comprising a licensed food establishment, excluding any patio, awning, or temporary enclosure attached thereto, the kitchen of which is open for serving food to patrons. This requirement may be waived if the most recent application for a Vendor Vehicle Permit was submitted together with the written consent of the proprietor of the adjacent licensed food establishment.
2. The customer service area for mobile food vehicles shall be on the side of the truck that faces a curb, lawn or sidewalk when parked. No food service shall be provided on

the driving lane side of the truck. No food shall be prepared, sold or displayed outside of a mobile food vehicle.

3. All vendors will abide by all parking and traffic laws, ordinances, statutes, rules, and regulations at all times, except that a mobile food vehicle that is of such a length that it occupies all or a portion of two marked parking spaces may park in said spaces so long as it abides by all other parking restrictions.
4. All mobile food vehicle units must maintain a distance of ten feet from the nearest edge of any building, vehicle and combustible materials and two feet from the curbs. All vendors will maintain any legally-required distances from crosswalks, curb cuts, sidewalk benches, bike racks, bus shelters and stops and other obstructions. The vendor is required to set up the mobile food vehicle, arrange for waiting on customers and have customers line up in a way that avoids conflict between customers and the traveling public, including pedestrians, parked vehicles and moving vehicles. A clearance of not less than five feet wide will be maintained on any public sidewalk upon which a pushcart is located. Mobile food vehicles are not permitted on public sidewalks.
5. Mobile food vendors are allowed in City parking lots only as part of an approved special event or upon approval by the Common Council. Mobile food vendors are allowed adjacent to or within City parks with Park Board approval, but shall not park, stop, or operate a mobile food vehicle or pushcart, nor permit any person to park, stop, or operate a mobile food vehicle or pushcart, in a location adjacent to or within a one-hundred-foot radius of the nearest edge of any building or section of a building located in a City park that sells food or beverages.
6. A person with a valid driver's license of such a classification to allow the operation of the mobile food vehicle shall be with the vehicle at all times that any activity is taking place in the mobile food vehicle. The vendor is liable for any violation of this subsection.
7. No person will park, stop, or operate a mobile food vehicle, nor will any Vendor Vehicle Permit allow any person to park, stop or operate a mobile food vehicle in a location within 500 feet of the boundary line of any property upon which a fair, farmer's market, festival, carnival, circus, special event, or civic event licensed or sanctioned by the City is occurring, except when the vendor has obtained a permit or otherwise properly obtained permission to do so.
 - (a) On the day of the Chocolate City Parade, no holder of a Vendor Vehicle Permit shall park or maintain upon the public streets, sidewalks or parking lots any pushed, pedaled, pulled or motorized vehicle from which any goods, wares or merchandise shall be sold along the route of, or within the area barricaded for, the Chocolate City Parade unless such vendor also obtains a special sales within barricaded areas permit as provided under Subsection § 254-5.
8. All mobile food vehicle vendors shall provide a waste container for public use which the vendor shall empty at its own expense. All trash and garbage originating from the operation of mobile food vehicles shall be collected and disposed of off-site by the operators at least each day and as often as is reasonable to protect the public health, safety, and welfare. Spills of food or food by-products shall be cleaned up by the vendor, and no dumping of gray water within the City shall be permitted.

9. A valid food establishment permit issued by the State of Wisconsin or any other competent Health Department for any mobile restaurant or mobile retail food establishment which chooses to operate within the jurisdiction of the Central Racine County Health Department will be honored by the Central Racine County Health Department. The mobile food establishment will be required to be inspected by the health department and to satisfy the relevant provisions of Chapter ATCP 75, Wis. Adm. Code. In addition, the mobile food establishment shall pay an inspection fee for this inspection.
10. The mobile food establishment will be required to be inspected by the City of Burlington Fire Department for the purpose of ascertaining and causing to be corrected any conditions or any violations of any law or ordinance relating to fire and life safety hazards. The mobile food establishment shall pay any applicable inspection fee for this inspection. The City of Burlington Fire Department shall also have the right to conduct on-site inspections when the mobile food vehicle is operational. A Certificate of Compliance shall be permanently and prominently affixed to the mobile food vehicle.
11. Any power or fuel required for the mobile food vehicle shall be self-contained, and a mobile food vehicle shall not use utilities drawn from the public right-of-way. Mobile food vehicles on private property may use electrical power from the property being occupied or an adjacent property, but only when the property owner provides written consent to do so. All power sources must be self-contained. No power cable or equipment shall be extended at or across any City street, alley or sidewalk.
12. Mobile food vehicle or pushcart vending hours on public property and public right-of-way are from 8:00 a.m. to 9:00 p.m. (Sunday through Thursday) and from 8:00 a.m. to 10:00 p.m. (Friday and Saturday). Mobile food vehicle must be closed, the area cleaned and the mobile food vehicle removed by the time specified. Mobile food vehicle vending hours are not restricted on private property locations.
13. Nothing in this article shall be deemed to supersede or repeal any ordinance relating to noise, park closing hours, or parking, except as specifically provided in the article. Vendors will take every precaution to ensure that their operations do not materially affect the peace and welfare of the general public nor cause any unreasonably loud, disturbing and unnecessary noise or any noise of such character, intensity or duration as to be detrimental to the life or health of any individual or which is in the disturbance of public peace and welfare, and/or which creates a nuisance.

D. Suspension and revocation.

1. A Vendor Vehicle Permit may be suspended or revoked by the City Clerk, or the Chief of Police, if the permit holder made any material omission or materially inaccurate statements in the permit application, or if the permit holder violates any provision of this article, if there are noise complaints related to the mobile food vehicle or the operation thereof, or if the permit holder becomes ineligible to hold the permit under the provisions of Section 111.321 et seq. of the Wisconsin Statutes, or any other applicable statute(s). Notice of suspension or revocation will be personally served on the applicant and will include a statement of the act(s) upon which the denial is based.

E. Violations and penalties.

1. Any person violating any provision of this article shall be subject to the forfeitures and penalties contained in § 1-4 of this Code. Each day of violation shall constitute a separate offense.

2. The Police Department and/or the Department of Public Works shall have concurrent authority to remove or cause the removal of any vending equipment or merchandise found on the street, sidewalk, terrace or other vending location in violation of any regulations established pursuant hereto. In addition to any forfeiture, the violator shall be liable for any removal, towing and storage charges incurred by either department.
3. The City of Burlington shall also have the right to seek any remedies available to it under the law, or in equity with respect to any violation(s) of this chapter.

Section 2. This ordinance shall take effect and be in full force after its passage and publication as required by law.

Introduced: May 15, 2018

Adopted:

Jeannie Hefty, Mayor

Attest:

Diahnn Halbach, City Clerk

Option 1

Approve/deny the ordinance as presented on May 15 and included in this packet. This ordinance seeks to set guidelines for mobile food vendors to protect not only patrons of the vendors, but the vendors themselves. Some key regulations drafted in this ordinance include:

- Vendors must have a background check
- Vendors must be fully licensed by the State and display license
- An inspection by the Health Department is required
- An inspection by the Fire Department is required
- Location requirements and patron access points must be defined
- Without written consent from the business owner vendors must stay at least 100 feet from a restaurant or bar/tavern that sells prepared food Hours of business regulated
- Must pay an annual fee (January 1 – December 31) of \$50 – This fee will be re-evaluated during the next official fee schedule update.

Attachment: Ordinance 2036(2)

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Chapter 254

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Chapter 254-2.1. Mobile Food Vendors

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 - (c) A valid copy of all necessary licenses, permits or certificates required by the County of Racine, the State of Wisconsin, or any subsidiary enforcement agencies or departments thereof, including but not limited to valid proof of registration for the vehicle and driver's licenses for all operators.
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13. Nothing in this article shall be deemed to supersede or repeal any ordinance relating to noise, park closing hours, or parking, except as specifically provided in the article. Vendors will take every precaution to ensure that their operations do not materially affect the peace and welfare of the general public nor cause any unreasonably loud, disturbing and unnecessary noise or any noise of such character, intensity or duration as to be detrimental to the life or health of any individual or which is in the disturbance of public peace and welfare, and/or which creates a nuisance.

D. Suspension and revocation.

1. A Vendor Vehicle Permit may be suspended or revoked by the City Clerk, or the Chief of Police, if the permit holder made any material omission or materially inaccurate statements in the permit application, or if the permit holder violates any provision of this article, if there are noise complaints related to the mobile food vehicle or the operation thereof, or if the permit holder becomes ineligible to hold the permit under the provisions of Section 111.321 et seq. of the Wisconsin Statutes, or any other applicable statute(s). Notice of suspension or revocation will be personally served on the applicant and will include a statement of the act(s) upon which the denial is based.

E. Violations and penalties.

1. Any person violating any provision of this article shall be subject to the forfeitures and penalties contained in § 1-4 of this Code. Each day of violation shall constitute a separate offense.

2. The Police Department and/or the Department of Public Works shall have concurrent authority to remove or cause the removal of any vending equipment or merchandise found on the street, sidewalk, terrace or other vending location in violation of any regulations established pursuant hereto. In addition to any forfeiture, the violator shall be liable for any removal, towing and storage charges incurred by either department.
3. The City of Burlington shall also have the right to seek any remedies available to it under the law, or in equity with respect to any violation(s) of this chapter.

Section 2. This ordinance shall take effect and be in full force after its passage and publication as required by law.

Introduced: May 15, 2018

Adopted:

Jeannie Hefty, Mayor

Attest:

Diahnn Halbach, City Clerk

Option 2

Approve/deny the ordinance as drafted; however, incorporating set locations in the city food vendors can park. For your convenience, a map showing the potential parking locations has been added to this packet. Areas identified could include the following locations:

Possible Downtown Locations

- N. Kane between the alley and Washington St.
- Six parking stalls on the north side of Washington at the Perkins/Washington intersection
- Dodge St between Madison and E. State St.
- N. Perkins between Jefferson and Washington St.
- 50 feet of parking stalls on Washington at the Perkins/Washington intersection

Possible Industrial Park Locations

- Burlington Industrial Park - Industrial Drive (south side of road) from Brookview to Krift
- BMOP – Cul-de-sac at the end of Blackhawk Drive

Possible Park Locations

- Echo Park parking lot
- Riverview Park off-street parking spaces

Attachment: Map of locations

Potential Set Downtown Locations for Food Trucks



- N. Kane between the alley and Washington St.
- Six parking stalls on north side of Washington St. at the Kane/Washington intersection



- N. Perkins between Jefferson and Washington St.
- 50 feet of Washington St. at the corner of Washington and Perkins Blvd



- Dodge St. between Madison and E. State Street

Potential Set Industrial Park Locations for Food Trucks



Burlington Industrial Park:

- Industrial Drive (south side of road) from Brookview to Krift



Burlington Office & Manufacturing Park:

- Cul-de-sac at the end of Blackhawk Drive

Potential Set City Park Locations for Food Trucks



Echo Park parking lot - 595 Milwaukee Avenue



Riverside Park off-street angle parking
517 Congress Street



Option 3

Keep current practice. Currently, the City allows food carts such as hot dog carts, but does not allow food trucks to operate in the city unless they: 1) are on private property and have a conditional use permit, or 2) are part of a special event that is approved by the Council.



Special Event Permit Application

Date of Application: _____

Permit Number: _____

SUMMARY OF EVENT

Event Title: _____ Date of Event: _____

Event Location: _____

Nature of Event: ☐ Festival ☐ Parade ☐ Bike Race/Ride ☐ Foot Race/Run ☐ March/Processional
☐ Rally ☐ Circus ☐ Demonstration ☐ Other: _____

Site Plan Requirement: All applicants are required to submit a detailed Site Plan/Map. Site plans/maps must include location, any street closures, barricades, race/parade routes, stages, alcohol sale location, tents, etc.

Certificate of Insurance must be attached before permit can be issued.

Description of Event: Describe what you are planning so that reviewing officials can determine whether city services will be needed.

Anticipated Attendance (participants, staff, vendors, crowd, etc.): _____

Is this a multi-day event? ☐ Yes ☐ No

If so, how many days? _____

Start Date: _____ End Date: _____

EVENT ORGANIZER INFORMATION

Applicant Name: _____

Group Represented: _____

Address: _____

Phone: _____ Email: _____

Person In Charge of Event: _____

On-Site Contact: _____ On-Site Phone: _____

Billing Address: _____

DETAILED EVENT INFORMATION

Event Set Up Date: _____ Time: _____

Start Time For Event: _____ a.m./p.m. End Time For Event: _____ a.m./p.m.

Alcohol Being Served*? ☐ Yes ☐ No Licensed Agent: _____

**An application for a Temporary Class "B"/"Class B" Retailer's License must be submitted and approved to serve alcohol.*

Barricades Needed*? ☐ Yes ☐ No Amount Needed & Locations: _____

**This may result in a fee*

Will A Temporary Structure or Tent Be On-Site? ☐ Yes ☐ No Does the Tent have Sidewalls? ☐ Yes ☐ No

Police Services Requested*? ☐ Yes ☐ No

Hours & Dates Police Services Needed: _____

**This may result in a fee*

Trash Receptacles Needed*? ☐ Yes ☐ No Amount Needed & Locations _____

**This may result in a fee*

Person(s) Responsible for Clean Up After the Event: _____

Picnic Tables Needed*? ☐ Yes ☐ No Amount Needed & Locations _____

**This may result in a fee*

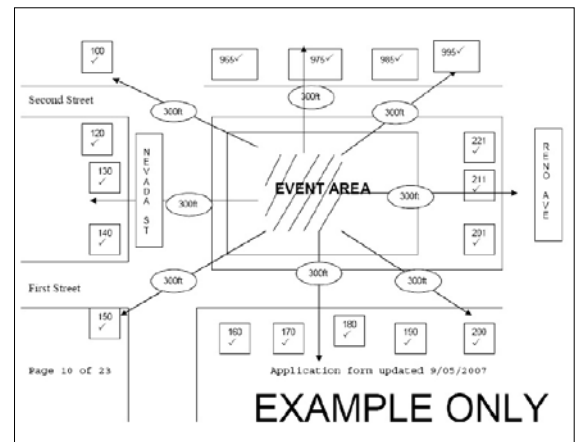
Will Your Event Involve Live Performances, Loud Speakers or a DJ*? ☐ Yes ☐ No

**Per Section 219-2A(7) of the Municipal Code, loudspeaker or sound-amplifying devices shall not be used between the hours of 10 PM to 8 AM and privileges may be revoked if the volume becomes a nuisance.*

IMPACTED NEIGHBOR NOTIFICATION

The Event Organizer shall notify all residences and businesses within any street closure or lane restriction area of the upcoming event. Notification shall include the following information:

- Event name
- Dates and times of event
- A brief description of the event
- Any closure areas
- Where attendees will be parking



AFFIDAVIT OF APPLICANT

I, the undersigned applicant, or authorized agent thereof, swear or affirm that the matters stated in the foregoing application are true and correct upon my personal knowledge and information for the purpose of requesting the City of Burlington to approve the Special Event and other permits herein applied for, that I am qualified and eligible to obtain the permit applied for and agree to pay all fees, to meet all requirements and any additional regulations, conditions, or restrictions set forth in the permit and to comply with the laws of the City of Burlington in the conduct of the Special Event described herein.

Signature of Applicant

Date of Signature

I/We, the undersigned, agree to abide by all City Ordinances and the rules and regulations which are made part of this permit application and hereby release, discharge, hold harmless and agree to defend the City of Burlington, its officers, agents, and employees from and against any and all loss that may arise out of or result from, in any way, in whole or in part, the scheduled event, the conduct or actions of any individual participating in or attending the scheduled event, the issuance of the Road Closing Permit or the closing of any road (whether or not a Permit has been issued) for the scheduled event.

Signature of Applicant

Date of Signature



CITY OF BURLINGTON

Building & Zoning Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1163 – (262) 763-3474 fax
www.burlington-wi.gov

APPLICATION FOR A ZONING PERMIT, CERTIFICATE OF COMPLIANCE, OR CONDITIONAL USE PERMIT

FOR OFFICE USE ONLY

PERMIT NO. (not C.U.) _____

AMOUNT PAID \$ _____

DATE FILED _____

DATE PUBLISHED _____

PUBLIC HEARING DATE: _____

RECEIVED BY: _____

- ☐ Zoning Permit - \$25.00 ☐ Joint Zoning/Certificate of Compliance - \$35.00
☐ Certificate of Compliance - \$15.00 ☐ Conditional Use Permit - \$500 Deposit +/- Actual cost

Instructions: Applications are to be filed with the Zoning Administrator, who shall refuse applications that are not complete or that are not legible.

NAMES AND ADDRESSES

Applicant _____

Phone No. _____ Fax No. _____

Applicant's Address _____

Owner of the site _____

Phone No. _____ Fax No. _____

Owner's address _____

Architect / Professional Engineer _____

Architect / Professional Engineer Address _____

Contractor _____

Contractor's Address _____

DESCRIPTION OF THE SUBJECT SITE

Address _____

Or if no address exists: Parcel Identification No. _____

Existing Zoning classification _____

Description of existing use _____

Description of the proposed use _____

Number of employees / Hours of operation _____

**ATTACHMENTS –
THE FOLLOWING ITEMS MAY NEED TO BE ATTACHED TO THIS APPLICATION:**

PLAT OF SURVEY – prepared by a registered land surveyor showing the location, boundaries, elevations, uses and size of the following: subject site; existing and proposed structures; existing and proposed easements, streets and other public ways; off-street parking, loading areas and driveways; existing highway access restrictions; existing and proposed street, side and rear yards. In addition, the plat of survey shall show the location, elevation, and use of any abutting lands and their structures within (40) feet of the subject site.

If municipal sewage service or water service is not available, a plan shall be approved by the City Engineer who shall certify in writing that satisfactory, adequate and safe sewage disposal and/or a safe supply of water, is possible on the site as proposed by the plan in accordance with applicable local, county and state board of health regulations.

Additional information as may be required by City Officials.

Reason for requesting a Conditional Use (for Conditional Use Permit Only):

Certificate – I hereby certify that all the preceding statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.

Applicant _____
(Signature)

(Print)

Owner _____
(Signature)

(Print)

Date: _____

Date application Filed: _____

- Applications will not be processed without the property owner's signature.
- Permit may be revoked without notice if misrepresentation of any of the above information or attachments is found to exist.
- Permit is Null and Void if issued in error. It is understood that any permits issued on this application will not grant any right or privilege to erect any structure or to use any premises for any purpose that is prohibited by the Zoning Ordinance or any other state or local laws.
- Changes in the plans or specifications submitted in the original application shall not be made without prior written approval of the Zoning Administrator.

Zoning Administrator: _____
(Signature)

Date: _____



COMMITTEE OF THE WHOLE

ITEM NUMBER 8A

DATE: June 19, 2018

SUBJECT: **MOTION 18-902** - Approval of an Agreement with Northern Illinois University (NIU) for a student intern from August 2018 to May 2020.

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

During the 2018 budget workshop discussions, staff received approval of the Common Council for a student intern to work for the City of Burlington.

The essential purpose of an Internship Program is to offer students desiring to seek a career in local government, while enrolled in a credited program, the opportunity to apply the classroom educational experience while gaining the practical skills of real governance issues.

Beyond providing professional development for interns, the City will also benefit from the program by being able to tap the resources of talented, motivated graduate students to help meet agency needs. The basic objectives of the internship program, then, are to:

- provide the pre-professional with a valuable learning experience in his or her area of public service interest
- provide agencies with talented pre-professionals at a reasonable cost and strengthen the university/community bond.

On June 7, staff interviewed five Master of Public Administration (MPA) students beginning the Northern Illinois University (NIU) graduate program. The criteria for the program include two years of study with a GPA of over 3.0 and a 2 year internship.

In order to commence the internship the City (Sponsor) is required to approve an agreement with NIU. The Agreement (attached) identifies that during the period of August 2018 through May of 2018 the intern will be employed by NIU and works 20 hours per week. Should the student work outside the scope of the agreement (holiday breaks), he would then be an employee. Lastly, both the City and student can terminate the contract within 30 days notice.

BUDGET/FISCAL IMPACT:

The students' assignments to internships were based upon comparing staff rankings with the students' ranking along with insuring that each student was placed in an appropriate internship. There were 21 agencies seeking interns and only 16 available interns.

Nicholas Faust is one of NIU's three top applicants to receive a tuition waiver. In order to receive the tuition waiver, Nicholas will be an NIU graduate assistant contracted to the City of Burlington for intern services. As the student is an employee of NIU which is a separate agreement, the City agrees to pay \$15 per hour for 21 months of the program totaling \$25,200 over the two year period. This expenditure will come out of the Administration budget. Should you recall, the City receives approximately \$9,000 a year from the County for providing front counter services and the rest will come from the Administration Budget.

RECOMMENDATION:

Both the City Attorney and Staff have reviewed the agreement and recommend approval for a student intern.

TIMING/IMPLEMENTATION:

This item is for discussion at the June 19, 2018 Committee of the Whole meeting and scheduled for final consideration at the July 17, 2018 Common Council meeting.

Attachments

Motion 18-902

AGREEMENT

THIS AGREEMENT is made between the Board of Trustees of Northern Illinois University, hereinafter called the "UNIVERSITY," with principal offices at Sponsored Programs Administration, 203 Lowden Hall, DeKalb, Illinois 60115-2828, and THE CITY OF BURLINGTON, hereinafter called the "SPONSOR," with principal offices at 300 N. Pine Street, Burlington, Wi 53105

WITNESSETH:

WHEREAS, the SPONSOR and the UNIVERSITY (the parties) desire to enter into an agreement pertaining to a Project in accordance with the Statement of Work in Appendix A; and

WHEREAS, the project is to be funded by the SPONSOR and carried out by the UNIVERSITY under the terms and conditions specified herein; and

WHEREAS, the performance of such project is of mutual interest to the SPONSOR and the UNIVERSITY, and is consistent with the instructional, scholarship and research objectives of the UNIVERSITY as a non-profit, tax-exempt educational institution.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, the parties hereby agree as follows:

1. STATEMENT OF WORK

The UNIVERSITY agrees to use reasonable efforts to perform the project as described in the Statement of Work, which is incorporated herein and attached as Appendix A. These efforts are hereinafter called the "Project." The UNIVERSITY shall perform this effort consistent with reasonable standards of professionalism applied in related fields.

2. STUDENT INTERN

A Student Intern will be selected by the UNIVERSITY and the SPONSOR for performance of the Project. The Student Intern will devote an average of 20 hours per week to the project to perform projects as assigned and determined by the sponsor over the Period of Performance specified below. If for any reason the selected Student Intern withdraws from serving as Student Intern, or the UNIVERSITY or SPONSOR become dissatisfied with the performance of the Intern, the UNIVERSITY and the SPONSOR shall endeavor to agree upon a successor Student Intern or shall terminate this Agreement in the manner provided in Paragraph 8 entitled Termination. The UNIVERSITY and the SPONSOR agree to notify the other party in writing

regarding attendance or other concerns relating to the Student Intern's performance. The SPONSOR shall designate an on-site supervisor who will be responsible for reporting and receiving reports of attendance or other performance concerns to/from the UNIVERSITY Programmatic Contact.

3. EMPLOYEMENT BY UNIVERSITY

The Student Intern shall, at all times that he provides services to its SPONSOR under this Agreement, shall be, and is, the employee of the UNIVESITY, and not an employee of SPONSOR.

4. PERIOD OF PERFORMANCE

The work shall be performed during the period from August 16, 2018 through May 15, 2020. This date may be extended under the same terms or such other terms as may be mutually agreed upon. The following time periods are recognized as times during which the Student Intern is not required to report during this Period of Performance:

5. PROJECT COST AND PAYMENT

The SPONSOR agrees to reimburse the UNIVERSITY a total of \$25,200 for the performance of this Project. Payments are to be made in accordance with the following schedule:

1. \$15.00 per month for 21 months

Checks are to be made payable to Northern Illinois University and sent to the below address by 1st day of each month:

Sponsored Programs Administration
Northern Illinois University
203 Lowden Hall
DeKalb, Illinois 60115-2828

The UNIVERSITY is not obligated to expend any other funds on the Project, and the SPONSOR is not obligated to pay the UNIVERSITY in excess of the above stated amount.

6. PROJECT CONTACTS

The UNIVERSITY's contacts for matters relating to this Agreement are as follows:

Programmatic Contact:

Denise Burchard
Assistant to the Chair
Department of Public Administration

Financial Contact:

Susan Gossman
Associate Director for Award Support
Sponsored Programs Administration

DeKalb, IL 60115-2828
dburchard@niu.edu
815-753-0183

203 Lowden Hall
DeKalb, IL 60115-2828
grantsfiscal@niu.edu
815-753-1581

The SPONSOR's contacts for matters relating to the Agreement are as follows:

<i>Site Supervisor/Programmatic Contact</i>	<i>Financial Contact:</i>
Name Carina Walters	
Title City Administrator	
Department Administration	
Mailing address 300 N. Pine Street, Burlington, Wi 53105	
Email cwalters@burlington-wi.gov	
Phone 262-342-1181	

7. RIGHTS IN WORK PRODUCT

All original work product generated by the UNIVERSITY under this Agreement shall be owned by the SPONSOR. Notwithstanding the foregoing, the UNIVERSITY retains the right to publish, as detailed in Article 11.

8. INVENTIONS AND PATENTS

If the Project results in any new, patentable development, the parties shall negotiate disposition of such developments in good faith.

9. CONFIDENTIAL INFORMATION

- A. Each party to this Agreement agrees to treat Proprietary Information received from the other with the same degree of care with which it treats its own Proprietary Information and further agrees not to disclose such Proprietary Information to a third party without prior written consent from the party disclosing Proprietary Information.
- B. The foregoing obligations of non-disclosure do not apply to Proprietary Information which:
 - (a) was known to the recipient prior to the disclosure hereunder;
 - (b) is in the public domain at the time of disclosure hereunder or subsequently entered the public domain without the fault of the recipient;
 - (c) has been independently developed by an employee of recipient that has not had access directly or indirectly to Proprietary Information, and recipient can substantiate any claim of independent development by written evidence; or
 - (d) is required to be disclosed by law.
- C. Unless otherwise agreed to in writing, neither party hereto shall have any obligation of confidentiality under this Agreement after the earliest of either the fifth anniversary of the conclusion of Period of Performance or termination in accordance with Paragraph 8.

10. TERMINATION

This Project may be terminated by either party upon thirty (30) days' written notice. In the event of termination by the SPONSOR, the UNIVERSITY will be reimbursed for all costs incurred and all non-cancellable commitments at the time of termination. In the event of termination by the UNIVERSITY, any unexpended or unobligated balance of funds advanced by the SPONSOR shall be refunded to the SPONSOR. The provisions of Articles 6, 7, 8, and 11 shall survive any termination of the Agreement.

11. USE OF THE NAME OF THE PARTIES

Neither the SPONSOR nor the UNIVERSITY shall make use of the existence of the Agreement, nor use the other's name or the name of any member of its staff, for publicity or advertising purposes except with the consent of and to the extent approved by the other party. For the UNIVERSITY, such approval will be obtained from the Assistant Vice President for Research and Sponsored Programs.

12. PUBLICATION

The UNIVERSITY shall have the right to publish or otherwise disclose the results of this Project, provided that the Student Intern first provides the SPONSOR with a copy of the proposed publication at least thirty (30) days in advance of submission for publication. The SPONSOR shall have thirty (30) days after the receipt of the publication or presentation to review it. The Student Intern shall modify said publication in order to comply with reasonable requests by the SPONSOR. Upon notice by the SPONSOR that the SPONSOR reasonably believes a patent application relating to an Invention should be filed prior to the publication or presentation, the SPONSOR can request the UNIVERSITY to delay and the UNIVERSITY agrees to delay submission of the publication or presentation for up to sixty (60) days from the date the SPONSOR so notifies the UNIVERSITY or until a patent application or applications are filed, whichever comes first.

UNIVERSITY internship criteria require the Student Intern to complete a capstone presentation and paper related to the Project. The SPONSOR's prior review of publications clause does not apply to the Student Intern's oral presentation of a capstone project, even if the subject of the capstone is related to an issue or problem identified by the SPONSOR. The publication of the final written capstone paper is subject to the prior review clause.

13. WARRANTIES

The university makes no representations or warranties, express or implied, regarding its performance under this agreement, including but not limited to the marketability, use or fitness for any particular purpose of the project results developed under this agreement, or that such results do not infringe upon any third party's property rights (but without prejudice to section 13 below).

14. INDEMNIFICATION AND LIMITATIONS OF LIABILITY

To the fullest extent permitted by Illinois law, each party (the "Indemnifying Party" for purposes of this Section) shall indemnify, defend and hold the other party (the "Indemnified Party" for purposes of this Section) harmless from and against any claims, actions demands, suits, judgments, expenses, reasonable attorneys' fees and legal costs, damages, liability or injuries, by and to the extent attributable to the Indemnifying Party, its agents' or employees': (a) negligence or intentional misconduct (b) breach of applicable laws and regulations; or (c) infringements of intellectual property rights of third parties.

Except for the parties' obligations under this Section 13, neither party shall be liable or responsible for any indirect, consequential, punitive damages, loss of profits or business, whether or not foreseeable.

15. ASSIGNMENT

Neither party shall assign its rights under this agreement without the prior written consent of the other party. Notwithstanding the foregoing, University hereby consents to the assignment of this agreement by Sponsor to any present or future wholly-owned affiliate of Sponsor or to any successor in interest of the entire business of Sponsor as a result of a merger, consolidation or purchase as long as the assignee expressly accepts in writing all the obligations and responsibilities of Sponsor under this agreement.

16. GOVERNING LAW

This agreement shall be interpreted and construed in accordance with the laws of the State of Illinois. This agreement is subject to all applicable rules and regulations of the Board of Trustees of Northern Illinois University and the laws of the United States and the State of Illinois. This Agreement shall not limit either party's right to assert any governmental immunities or defenses in any claims against other party.

17. ENTIRE AGREEMENT

This agreement contains all the terms and conditions agreed upon by the parties hereto, and no agreement, oral or otherwise, regarding the subject matter of this agreement shall be deemed to exist or be binding upon any of the parties hereto, unless in writing executed by the parties hereto.

IN WITNESS WHEREOF, the parties have executed this agreement on the dates indicated below by representatives authorized to make such commitments on behalf of the respective party.

**BOARD OF TRUSTEES of
NORTHERN ILLINOIS UNIVERSITY**

SPONSOR

By: _____

By: _____

Name: Kellie M. Dyslin

Name:

Title: Associate Director, Sponsored Programs
Administration

Title:

Date: _____

Date: _____

EIN: _____
(If an EIN is not available, please attach W-9.)

APPENDIX A —SCOPE OF WORK

Administrative Intern

General Nature of Position:

This is an administrative support position designed performing a wide variety of tasks including but not limited to policy research and development, budget preparation and monitoring, financial analysis, and preparation of meeting materials.

Description of Duties and Responsibilities

- Draft ordinance and resolutions
- Assist in performing budget general operating and capital budget development, analysis, and monitoring.
- Research and prepare statistical reports, policies, department projects, cost estimates, specifications, requests for proposals, and contract documents.
- Provide staff support to the Common Council and its various committees, commissions, and boards.
- Assist in the preparation of grant applications
- Other duties as assigned by the City Administrator

Knowledge of:

- Applicable ordinances, state laws and regulatory codes under which municipal government operates.
- Principles of municipal management functions and practices
- Operations of a variety of municipal programs
- Administrative office practices and procedures
- Basic principles of personnel management

Ability to:

- Organize and prioritize workload in order to meet deadlines
- Work independently and with minimal supervision
- Conduct research into a variety of topics and compile logical reports
- Communicate effectively in oral and written form
- Utilize Excel, Word, and Outlook software
- Establish and maintain effective working relationships with other City employees
- Maintain confidentiality as required in job functions
- Establish and maintain professional conduct with customers and citizens
- Read and interpret correspondence, reports, policies, and other routine written communications
- Conduct mathematical operations to calculate figures and analyze simple financial data

